



## Recommendation for Approval Recruitment & Retention

<b>Post Details</b>			
<b>Post Title:</b>		<b>New/Existing Post:</b>	
<b>Post Number:</b>		<b>Job Profile Ref:</b>	
<b>Current Evaluated Grade:</b>			
<b>Manager Name:</b>			
<b>Payment Details</b>			
<b>Type of payment:</b>		<b>Reason for payment: (Recruitment or Retention)</b>	
<b>Payment Amount (If applicable):</b>		<b>Date payment to be made</b>	
<b>Justification for Payment</b>			
<p><b><u>Recruitment</u></b></p> <p><b><u>Please tick all boxes that apply.</u></b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Q1a. Have you advertised for this role in the last six months and if so, what was the response?</p> <p><input type="checkbox"/> Good (20+ Candidates) (Go to Q1b)</p> <p><input type="checkbox"/> Average (6-20 Candidates) (Go to Q1b)</p> <p><input type="checkbox"/> Poor (0-5 Candidates) (Go to Q1b)</p> <p><input type="checkbox"/> Not advertised (Go to Q1d)</p> <p>Q1c. Have you undertaken any targeted recruitment or advertised the role through other channels?</p> <p><input type="checkbox"/> Yes (Go to Q1d)</p> <p><input type="checkbox"/> No (Go to Q1d)</p> </div> <div style="width: 45%;"> <p>Q1b. Were any of the applicants suitable to be shortlisted?</p> <p><input type="checkbox"/> Yes (Go to Q1c)</p> <p><input type="checkbox"/> No (Go to Q1c)</p> <p>Q1d. Have you reviewed the Job Profile to ensure it accurately reflects the role and the criteria is not too specific?</p> <p><input type="checkbox"/> No (Go to Q1e)</p> <p><input type="checkbox"/> Yes (Go to Q1e)</p> </div> </div>			

Q1e. Have you considered developing or training internal employees?

- Yes
- No

**Retention**

Q2a. Has there been a high turnover of staff in this role over the last 6-12 months?

- Yes (Go to Q2b)
- No (Go to Q2d)

Q2b. How many staff have started and subsequently left within the last 6 months?

- | <u>Started</u>                            | <u>Left</u>                              |
|---|--|
| <input type="checkbox"/> 0-5 (Go to Qc)   | <input type="checkbox"/> 0-5 (Go to Qc)  |
| <input type="checkbox"/> 6-10 (Go to Qc)  | <input type="checkbox"/> 6-10(Go to Qc)  |
| <input type="checkbox"/> 11-20 (Go to Qc) | <input type="checkbox"/> 11-20(Go to Qc) |
| <input type="checkbox"/> 20+ (Go to Qc)   | <input type="checkbox"/> 20+(Go to Qc)   |

Q2c. Has this turnover been investigated or discussed with your HR Business Partner?

- Yes (Go to Q2d)
- No (Go to Q2d)

Q2d. Is the retention issue due to pay?

- Yes (Go to Q2e)
- No (Go to Q2e)

Q2e. Is the retention issue due to the role not being competitive with the market rate for similar roles?

- Yes (Go to Q2f)
- No (Go to Q2f)

Q2f. Is the retention issue due to another reason?

- Yes (Go to Q3)
- No (Go to Q3)
- Other (Go to Q3)  
If other please state reason:

**All Payments**

**Please Note: In the event that this recommendation is challenged after the payment is implemented, you must be able to provide the evidence to the questions below.**

**Please tick one answer for each of the questions:**

Q1. I have considered the impact that the payment will have on other staff.

- Yes
- No

Q2. I have considered the financial impact on my service budget.

- Yes
- No

Q3. I have considered the exit data information to identify any workplace dissatisfaction?

- Yes
- No

Q4. I have considered the impact on equality through awarding a payment?

- Yes
- No

Q5. I have considered and can evidence how the payment is essential to either recruiting or retaining a potential employee/ employee?

- Yes
- No

Q6. I have taken steps to address the issue of recruitment and retention longer term?

- Yes
- No

**Evidence**

I have attached the relevant supporting information:

- Yes
- No

For Market Rate Payments evidence must be based on comparable roles in similar organisations. Please provide at least three comparator roles including the job descriptions and employee specifications/job profiles.

**Approval Process**

I agree that recruitment / retention / market rate payment is appropriate in this instance; that all necessary checks have been carried out in accordance with BMBC policies and procedures; and that all other avenues have been explored appropriately.

Service Director Signature:

Executive Director Signature (In case of payment being made to Service Director):

Reward Team Comments:

To be completed for Market Rate Payments:

Are the key requirements of the roles comparable (i.e. job size, type of organisation, scope and responsibilities)?

What is the source of the above information?

- Job descriptions & person specification
- organisation chart
- job advertisements
- salary survey data
- Other supporting evidence

Director – Human Resources, Performance & Communications Signature:

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