**Application for RRP**

|  |  |
| --- | --- |
| **Post** |  |
| **Care Group/Directorate** |  |
| **Service/Department** |  |
| **Pay band of post** |  |
|  |  |
| **Number of staff affected** |  |
| **Potential cost** |  |
|  |  |
| **Is this application for problems with** | **Recruitment \_\_\_\_\_ Retention \_\_\_\_\_ Both \_\_\_\_\_\_**(please tick ) |
|  |  |
| **Are you applying for** (please tick) |  |
| **Short term RRP** | **Proposed effective date** |
|  | **Proposed duration** |
|  |  |
| **Long term RRP** | **Proposed effective date** |
|  | **Proposed duration** |
|  |  |
| **Lump sum** | **Proposed effective date** |
|  | **Proposed duration** |
|  | **Proposed payment periods** |
|  |  |
| **Is there any other RRP currently applied?**(please tick)  | **No \_\_\_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_\_** (If yes please give further details) |

**Reason for Application**: 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, vacancy rate, explanation of how currently covering vacancy and the cost etc.

*N.B. 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):**

Value not to be greater than 30% of basic salary

**EITHER Percentage applied \_\_\_\_\_%\_ value of £\_\_\_\_\_\_\_\_\_\_\_per annum**

**OR a lump sum of £\_\_\_\_\_\_\_ paid every 3 or 4 or 6 months** (please circle) **with a total value of £\_\_\_\_\_\_\_\_ per annum**

**Please summarise any other action that has been taken/considered to overcome**

**recruitment or retention issues.** This should include flexible working; additional training;

recruitment initiatives.

**Who else could be affected by this application**? For example are there any other

posts/departments/services that could be affected; implications for joint posts in the

organisation (i.e. posts that attract external sources of funding).

**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 RRP Value x Number of Total Employees = **Cost of RRP**

Total cost of proposed RRP is =

**Expected benefits of applying RRP** (i.e. reduced waiting times; reduced complaints; improved retention, increased applications; improved absence rates, reduced turnover etc.)

**Signature of Departmental**

**Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Care Group**

**Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affordability check: -------------------------------------------------------------------------------------------**

**Director of Finance (signed/printed name + date)**

**Confirmation consulted with neighbouring Trusts by Executive Director of People and Organisational Development**

**(Signed/printed name + date)-----------------------------------------------------------------------------**

**Considered by CLE**

**------------------------------------------------//------------------------------------------------------//-----------------**

**Signed/dated by Finance Director Chief Operating Officer**

**Executive Director of People and Organisational Development**

**Outcome: Approve / Reject** (please circle)