

#### Retention Premia

### Application for RRP for Position Title of: …….………………………………………………………

**Position Number(s)………………………………………………………………………………………..**

**Date: …………………………..**

|  |  |  |
| --- | --- | --- |
| Step | Issues to Consider | **Evidence** |
| 1. | What are the main reasons for staff resigning? | Please attach evidence from appropriate sources such as your Staff Opinion Survey or Exit Interviews/Leavers Surveys |
| 2. | If the cause of staff leaving is not a pay problem what action has been taken to overcome it? |  |
| 3 | What is the difference between the mid point of the grade and the market rate? | Please attach pay data obtained  Please attach current Job Description and Person Specification |
| 4 | Is the cause of staff leaving likely to be a short or long term problem? | State reasons for this |
| 5 | What would be the impact on NHSBT if a RRP is not retained? |  |

Manager (print name): ………………………………………………………………… …

Manager (signature): …………………………………………… Date……………………

HR (print name): … ……………………………………………………………

HR (signature):… … … … … ………………… … … .Date……………………

Director/Managing Director (print name)……………………………………… …………

Director/Managing Director (signature)… … … … … … … …Date… … … …. … …