

## £100,000+ Business Case - Permanent / Fixed Term Contract / Secondment / HDP

Request Type (delete as appropriate)	New role above £100,000 (People & Remuneration Committee Approval required) OR Existing role above £100,000: <ul style="list-style-type: none"> <li>• Appointment to an existing role above £100,000 OR</li> <li>• Basic Salary adjustment OR</li> <li>• HDP allowance above £100,000</li> </ul>	
Business Area		
Role Title		
Role Sign off	Confirm role has been evaluated: Yes/No	Confirm role has approval via headcount controls? Yes/No
Salary	Payband / Level:	Payband Range:

Employee name (if known):		
Contract Type: (Permanent / Fixed Term Contract / Secondment):		End date (if FTC or secondment):
Max base salary:		
Are there any other special arrangements in place?		
Effective date:		

<b>For HDP Only</b>	Start date of HDP:	End Date of HDP:
HDP % (Base Salary + HDP% = £x)		
Reason for HDP request		

<b>Senior Representation</b>	
Have you considered how this appointment impacts the senior representation of the team?	
<b>Gender Pay Gap</b>	
Have you considered the internal relativities on the pay proposed?	

Other relevant information (please keep to one page in total):

Chief Officer Approval	Name:	Date:

Internal Use Only

approval number:

routing: