

£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"> • Appointment to an existing role above £100,000 OR • Basic Salary adjustment OR • HDP allowance above £100,000 	
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:		

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

Senior Representation	
Have you considered how this appointment impacts the senior representation of the team?	
Gender Pay Gap	
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: