## Appendix A Confidential

## SALARY EXCEPTION FORM FOR STARTING SALARIES OUTSIDE OF PAY BAND

* This form is to be completed by Managers when requesting approval to offer a role to an internal or external candidate for a starting salary which is outside of the pay band for the role. This is to be used for exceptional situations whereby **for market reasons**, the recruiting manager wants to offer a salary point outside of the band for the role.
* The form is a supplement to the Starting Salaries Policy and should be read in conjunction with the policy,
* The relevant approval signatures in Section B must be obtained before confirming the salary to a candidate.
* When making a request, it is important to consider the effect on existing staff of bringing in someone on a higher pay level than those already in the same post/pay scale and the effect on budgets.

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| **Section A - Justification for Proposal to Pay Outside of the Pay Band:**  This section should be completed as fully as possible and should include information such as:   * Previous attempts to recruit to the role within the pay band (including offers already made and declined) * Turnover rates for the post and known national or local shortages * Availability and relative costs for Agency equivalents * Evidence of salaries being paid by other organisations for this role, such as job adverts (please enclose) * Explanation of how the individual meets the requirements of the role.   *NB Consideration for payment outside of the band assumes that the individual is well suited for the role and therefore this explanation should briefly provide assurance of their experience, knowledge, skills, qualifications for the role*   * The current salary that the individual is earning, where this is relevant to the justification   ---------------------------------------------------------------------------------------------------------------------------------------------------------    Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recruiting Manager |
| Section B - Approvals |
| **Head of Service/DMT member** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **People Business Partner**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ |
| **Chief People Officer** *(approval from CPO required for roles at Band 8a and above only)* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ |

The completed form should be forwarded to the relevant Recruitment Team contact