

Appendix 4

Application to Pay for Relocation Expenses

Division:	
Directorate/ Department:	
Staff Group / Job Title of Post Relocation Expenses Proposed for:	
Number of Posts in Establishment and Number of Vacancies:	
Pay Band:	
Requesting Manager's Name	
Requesting Manager's Job Title:	
HR Manager / HRBP Name:	
Finance Business Partner: Confirm funding available:	

STATEMENT OF NEED

Please include any of the following relevant information:

- Evidence of sustained vacancies
- Limited response to adverts (*e.g. advertised twice & no appointable candidates*). List the number of times advertised and provide breakdown of applications, candidates shortlisted, candidates interviews and outcome of interviews
- High patterns of turnover rates for post(s)
- Lack of availability of temporary staffing
- Exit interview results indicating a direct link to dissatisfaction with pay levels
- Documented labour market shortages (including any national /regional shortages with evidence
- Risks to services and the people we care for i.e. increased complaints
- Comparable external (non-NHS) rates of relocation packages/ incentives offered by other NHS Trusts
- Impact on delivery of workforce plans and business continuity
- Summary of other measures (and outcomes) already completed e.g.: flexible working, training, and recruitment campaigns.
- Funding available

Trust Management Executive Decision

☐ **ACCEPT** ☐ **REJECT** **Date:**

COMMENTS.....
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