



Recruitment and Retention Premia Procedure

Version 3.0

<p>Important: This document can only be considered valid when viewed on the VLE. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
<p>Name and Title of Author:</p>	Lisa Pipes, Director of Human Resources
<p>Name of Responsible Committee/Individual:</p>	Trust Board
<p>Implementation Date:</p>	January 2018
<p>Review Date:</p>	January 2020
<p>Target Audience:</p>	All staff
<p>Related Documents:</p>	Recruitment and Selection Policy and Procedure Relocation Assistance Policy and Procedure

Contents

Section	Page
Policy Statement	3
1. Purpose	3
2. Scope	3
3. Roles and Responsibilities	3
4. Equality and Diversity	4
5. Principles	4
6. Process	4
7. Monitoring Compliance with and Effectiveness of this Policy	4
8. Review	4
Appendices	
Appendix 1 – Request for Recruitment and Retention Premia	5

POLICY STATEMENT

The Education Alliance (the Trust) has a vision based on seeking excellence through inspirational leadership, teamwork, innovation and challenge we work to ensure that all of us achieve our best. Our values are:

- Working together for students
- Generating ideas and sharing outstanding practice
- Promoting independence and interdependence
- Encouraging questioning, feedback and challenge

The Trust has four guiding principles:

- Focus on learners to drive decisions
- Believe in the team
- Keep it simple, do it right
- See it, own it, make it happen

The success of the Trust relies on its ability to recruit, select, deploy, develop and retain its talented workforce effectively.

1. PURPOSE

Recruitment and retention premia (RRP) is an allowance that may be offered at the CEO's discretion to enable the Trust to recruit and retain staff. It is an additional aspect of remuneration to the basic pay of an individual post or specific group of posts and with the CEO's approval it may be used where evidence shows that market pressures would otherwise prevent the Trust from being able to recruit and/or retain staff in sufficient numbers to maintain a viable service. The aim of this procedure is to establish the principles and processes to be adopted when considering, approving and reviewing the payment of RRP.

2. SCOPE

This policy applies to posts that have proven to be difficult to recruit and retain to and the CEO is in agreement that without an allowance being paid the Trust would not be able to recruit and/or retain sufficient numbers of staff in those specific roles.

3. ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for ensuring this policy is applied fairly and consistently across the Trust.

The **CEO** is responsible for approving requests for recruitment and retention premia to be made available to enable the Trust to recruit and/or retain staff in difficult to recruit to posts.

The **Local Governing Bodies and Heads of School** are responsible for monitoring the application of this policy within their respective schools.

The **HR Department** is responsible for overseeing the introduction, implementation, monitoring and review of this policy and will report to the CEO, the Trust Board and Local Governing Bodies as required. The HR Department will review evidence to ensure RRP is only paid where absolutely necessary (e.g. reviewing levels of turnover for particular roles within the Trust alongside external benchmarking data and advertising information). The HR Department will also provide advice, guidance and support in the implementation of this policy and procedure, acting as a point of contact for managers and the CEO. The HR

Department will ensure that this policy is implemented fairly and consistently and that RRP is reviewed on an annual basis as a non-guaranteed additional allowance.

Managers must seek approval from the CEO to access RRP where they are experiencing significant challenges in recruiting and/or retaining staff in specific roles within the Trust.

4. EQUALITY AND DIVERSITY

The Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to the Equality Act 2010.
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

5. PRINCIPLES

In reaching a decision to pay RRP the CEO is mindful of the potential impact on other areas of the organisation. RRP will apply to posts, not individuals and can be short-term or long-term. Long-term RRP payments will be reviewed annually and short-term RRP payments will be reviewed at least two months prior to the end of the fixed period of payment to enable appropriate notice to be given should the RRP payment reduce or cease. Reviews will establish the labour market conditions or other factors pertinent to the RRP.

6. PROCESS

All RRP requests must be considered by the Director of HR and can only be approved by the CEO and the Chair or Vice-Chair of the Trust. Decisions will be evidence based and requests should include the following:

- Evidence of difficulties in recruiting and/or retaining staff in a specific post(s)
- Evidence that non-pay solutions have been considered, with details regarding what has been considered/tried and why a pay solution is required either as an alternative or as an addition to other methods
- Evidence that the value of the RRP proposed is based on competitive salary rates elsewhere or other significant factors
- Evidence that shows why the RRP is a cost-effective method for recruitment and retention
- Consideration of the potential impact RRP may have on other roles

7. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Procedure will be monitored on an annual basis.

8. REVIEW

This Procedure will be reviewed within two years of the date of implementation with recognised trade unions at local secretary level.

Request for Recruitment and Retention Premia

Job Title:.....

Reason for Request:

.....
.....
.....
.....
.....

Is this a recruitment or retention issue?

Has the post been advertised? If so, where, when and what response did the advert generate?

.....
.....
.....
.....
.....

Has the Trust experienced historical difficulties with either recruitment or retention for this post?

.....
.....
.....
.....

Have any non-pay options been considered/tried?

.....
.....
.....

.....
.....

How long will the RRP be required and why?

.....
.....
.....

Provide additional details in relation to:

- Evidence of difficulties in recruiting and retaining the staff group concerned and the impact of this
- Evidence that the RRP payment proposed has a basis in terms of competitive salary rates/market forces elsewhere
- Evidence to show that a RRP will secure an appointment that is cost effective
- Evidence that non pay solutions have been considered/tried
- Risks associated with paying RRP and not paying RRP

.....
.....
.....
.....
.....
.....
.....
.....

Signature: **Date:**.....

Print Name:

Director of HR Comments:

.....
.....

Recommendation:

.....
.....
.....

Signature:..... **Date:**.....

CEO Comments:

.....
.....
.....

Approval: **Yes/No** (delete as appropriate)

Signature:..... **Date:**.....