### Annex A: Pro-forma for application for CST approval

|  |  |
| --- | --- |
| Post |  |
| Employer or Appointing Authority |  |
| Name of Post Holder (if applicable) |  |
| Background1. Please confirm that this application is being made before advertising or any potentially legally binding agreement has been made. Please provide details of the proposed recruitment / implementation timetable.
2. If the case is being reverted back to the CST following a recruitment exercise please provide details of the preferred candidate, any other appointable candidate, and attach their CVs.
 |  |
| The Role1. Please provide a brief description of the role including objectives and budgets that the role holder will be responsible for.
2. Please attach any job brief as supplied to (or intended for supply to) candidates.
3. Please include brief details about the purpose and objectives of the

employing organisation. Please include workforce size, budget and, if appropriate, turnover. |  |
| Is this a new role? If not, what is the value of the total remuneration of the former post holder / incumbent? |  |
| Please provide details of proposed base salary or salary range. For public appointments this should include all proposed non discretionary remuneration. |  |
| Taxable allowances and fringe benefits being proposed. |  |
| Proposed performance related pay arrangements.For any non-standard terms being proposed (in excess of £17,500 pro rata) please provide:1. How the individual’s objectives will be agreed, monitored and evaluated.
2. Details of any other potential performance payments available, such as in year rewards

Details of any standard contractual terms (if any) or agreed frameworks related to performance related pay |  |
| Please confirm that tax and NICS will be deducted at source |  |
| Proposed Pension Arrangements. Please state whether a Defined Contribution or Defined Benefit scheme and the employer contribution rate. |  |
| Proposed negotiating flexibility on any of the above package elements |  |
| Type of Appointment (Fixed Term, Permanent, part-time etc.). Please specify the time- commitment and period of appointment |  |
| Please detail considerations made to relocate the role outside London |  |
| Please detail the actions taken to ensure the recruitment is open and attractive to the widest pool of diverse candidates. |  |

|  |  |
| --- | --- |
| Justification for proposed package. This should include:1. Benchmarking data against suitable comparators in the wider public and private sector (of similar influence and impact, sector size, industry and location). Where private sector is used you should explain the particular skills and experience needed and the degree to which the employing organisation operates in competition with the private sector.
2. To support recruitment and retention arguments, information on the

employing organisation’srecent performance.1. For preferred candidates, details of their skills, experience and track record.
2. For re-appointments, an assessment of the risk to delivery of the employing organisation’s objectives if the existing post holder is not retained. And the potential cost of advertising externally, including the package that would need to be offered.
 |  |
| Name of Permanent Secretary (for civil servants and public appointments) or Head of Remuneration Committee (for other public servants) supporting this application. |  |
| Views of Departmental Minister |  |
| Name and post of person submitting this application |  |
| Contact telephone and email |  |
| Date of Application |  |