Pro-forma for Requesting a Delegation

|  |
| --- |
| Pro-forma for Requesting a Delegation from Senior Pay Controls |
| Requesting public sector body and/or department |  |
| Sponsoring department |  |
| Name and post of person submitting this application |  |
| Contact telephone and email |  |
| Date of application |  |
| Headline Request |
| *Please include a summary of the delegation you are requesting including the number of roles and/or cost limit. This should also include the suggested review period.**Examples:* * *We request a senior pay bill of £[x] for the FY 25/26, 26/27 and 27/28, which will cover all employees at grade X. With freedom to appoint roles within that limit without seeking individual approvals.*
* *We request delegated authority to appoint [x]roles over the senior pay threshold, to be reviewed in 3 years.*
* *We request delegated authority to operate a bonus scheme whereby [x] number of employees will exceed the senior pay threshold, to be reviewed in 2 years.*
 |
| Rationale |
| *This section should clearly set out current staffing challenges relating to senior roles and the expected impact of the requested delegation. This section should also explain why the type of delegation requested is most appropriate for the business and an explanation of the requested review period.* |
| SupportingEvidence |
| *This section should include evidence that supports the information set out in the boxes, including:* * *Basic information on the whole workforce, including employee numbers, grade mix and total pay bill.*
* *Details of the current senior pay landscape within your organisation and the projected change over the period you are requesting a delegation. This should include projected growth or reduction in size of the organisation and any annual pay increases and details of assumptions used in calculations.*
* *All relevant recruitment and retention data (data should be separated by grade). This data will be used as a baseline to determine how any delegation has affected the organisations’ ability to meet it challenges.*
* *Evidence of succession planning and projected future size of the senior workforce, for the period of delegation requested.*
* *Explanation of how the requested review period links to organisational objectives.*
* *Benchmarking (where appropriate) to support the level of salaries requested in the delegation. Public sector bodies are expected to benchmark at the lower quartile of private sector benchmarks, if a different approach is requested, supporting evidence should be supplied.*
* *Full details of any performance-related pay schemes included in the delegation request. This should include the different possible pay out rates and requirements to reach each rate. It should also detail the grade and number of employees to whom it applies*
 |
| Existing Cost Controls |
| *This section should include information on cost controls that are already in place, and how these could be increased or managed differently to provide extra assurance that a delegation will not lead to uncontrolled increases in costs.* *Examples:* * *Existing senior pay bands and the mechanisms for applying annual pay rises.*
* *Existing budgetary or headcount controls.*
* *Existing approval processes for creating new roles.*
* *Existing processes for agreeing salaries for senior roles.*
* *Existing Rem Co arrangements.*
 |
| Name of Permanent Secretary (for civil servants and public appointments) or Head of Remuneration Committee (for other public servants) who approved this application. |  |
| Departmental Minister supporting this application |  |