

Annex B: Application for approval (for NHS trusts) or opinions (for NHS foundation trusts) of new or uplifted salaries/remuneration at or above £150,000 pa

**For completion by all trusts**

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| Post |  |
| Employer |  |
| Information about trust – eg turnover, NHS Improvement segment, Care Quality Commission rating, etc.. Is it in special measures or in receipt of interim funding from the Department of Health and Social Care? Any particular challenges? |  |
| Is this a change to a current salary or is the application being made before or after advertising the role? As stated in paragraph 8 of *Guidance on pay for very senior managers in NHS trusts and foundation trusts*, providers are strongly advised to start the very senior manager (VSM) pay process at the same time as they begin the recruitment process.  If the post has not yet been advertised, what is your proposed timetable?  If the post has already been advertised and you are currently in the process of sourcing a suitable candidate, how was the salary described in the advertisement? |  |
| Brief description of the role and intended start date where applicable. Please provide any job brief as supplied to (or intended to be supplied to) candidates. |  |
| Name of appointee (if known) |  |
| Appointee’s previous role and salary |  |
| Reason for selection of this appointee and brief biography |  |
| Is this a new role? If not, what is the value of the package of the current/former post holder? What is the reason the vacancy has arisen? |  |
| Please provide details of the proposed salary or salary range. This should include **all** proposed remuneration elements. Please state the ‘established range’ for the role based on NHSI interim pay guidance benchmarking tables.  [NHS ambulance and community trusts should make reference to the [VSM pay framework](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/211964/Pay_Framework.pdf%20until%20this%20is%20replaced%20by%20the%20new%20pay%20framework)) (see paragraph 4a of *Guidance on pay for very senior managers in NHS trusts and foundation trusts*) for information about spot rates, additional responsibility allowance, and recruitment and retention premia payments.] |  |
| Taxable benefits proposed (eg housing/travel allowances) |  |
| Proposed performance management arrangements including links between pay and performance, including any elements of earn-back pay – see paragraph 7a of *Guidance on pay for very senior managers in NHS trusts and foundation trusts* regarding the requirement to include earn back. Please include key objectives that the post holder will be judged against. |  |
| Proposed pension arrangements |  |
| Proposed negotiating flexibility on any of the above package elements |  |
| Type of appointment (fixed term or permanent) |  |
| If this is a pay increase rather than a new appointment, please explain why the increase is considered necessary. |  |
| Name and role of person in the provider authorising application |  |
| Has this been approved by the trust remuneration committee? |  |
| Name, title and contact details of person at provider submitting application |  |
| Date of application |  |

Please return the form to [nhsi.vsmcases@nhs.net](file:///C:\Users\nicola.holman\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\ATP2ZY6E\nhsi.vsmcases@nhs.net)

**For completion by NHS Improvement/Department of Health and Social Care**

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| Date of NHS Improvement provider leadership subcommittee approval |  |
| Views of departmental minister |  |