

# Recruitment Retention

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Appendix A: Terms of Reference (TOR) for  
Consultation on Premiums with Trade  
Unions

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## Appendix A: Terms of Reference (ToR) for Consultation on Premiums with Trade Unions

1. When a business case for a recruitment and retention premium is submitted, the Director of HR or nominated deputy will inform the trade unions via email of the details of the suggested premium.
2. The email will include the following information:
  - The job title and Faculty/Department for which the premium has been proposed.
  - The amount of the suggested premium
  - The duration of the suggested premium, and date of review
  - A brief rationale of the premium
  - Any other conditions that may apply.
3. The trade unions shall have the opportunity to comment and ask questions, where necessary, to the Director of HR or nominated Deputy within 10 working days of receipt of the email advising of the proposal. It is expected that the communication will be via email for clarity and speed.
4. The Director of HR or nominated deputy must respond, where necessary, within 10 working days.
5. The process of informing and discussing a premium with the trade unions should not delay the recruitment process, or the issuing of the offer letter to the successful candidate