

MEMO

To:	Payroll Services, Birmingham		
From:	Manager	Tel:	
Subject:	DISCRETION ON STARTING SALARY (RECRUITMENT AND RETENTION PROCEDURE HRP57) IN RELATION TO NEW STARTER		
Date:		file ref :	
cc:			

Chair: Shelia Salmon
Chief Executive: Paul Scott

Please accept this memorandum as authorisation in line with HRP57 – Recruitment and Retention Procedure Discretion in relation to starting salary and advice taken from HR that *****should commence on point ** of Band ** being £***** from start date. This is in recognition of the equivalent service detailed below:

Employer and Job Title/Band	Duties/ Responsibilities	Length of service. N.B. Only complete years of service may be counted

Please do not hesitate to contact me should you have any queries.

Regards
Manager



Recruitment and Retention Manager