

APPENDIX

North Wiltshire District Council

Vacancy Management Form

Version 5 January 2008

Background

During the transition to the new authority there are likely to be several staff changes, Personnel, Licensing & Administration Committee have given the Chief Executive delegated authority to authorise staffing structure changes related to the transition to the new authority,

Therefore, the process of vacancy management has been updated to enable Corporate Management Board to approve minor structure changes in addition to approving recruitment requests.

Aims

To ensure that service areas and teams are able to manage business as usual during the transition to the new authority.

To provide a vacancy management process that will ensure security of employment for permanent employees through the transition period.

What does this mean in practice?

When a vacancy occurs a manager will consider the implications on the deliver of service prior to recruitment. This will include consideration of whether it will be possible to find a direct replacement or should/could the service be delivered more effectively in a different way. This may mean making changes to the existing structure by either transferring work to another service area/team, recruiting at a lower level, not recruiting at all, outsourcing some or all of the work etc

Corporate Management Board will consider proposals thoroughly before approval and all recruitment plans must receive authorisation before advertising commences.

The **only exception** is:

Recruitment of operational staff at Cleansing and Amenities, that is Senior Team Leaders and below.

How will the process work?

The process involves the Head of Service or Team Manager carrying out a review of their service area/team and determining the best way to delivery an effective service to the customer. It is the responsibility of the Head of Service or Manager to ensure that there is a budget in place for this post.

Once the review is completed and a budget has been established, the Head of Service or Team Manager will complete the relevant authorisation form and send it with any supporting documentation to Carmel Togher in HR.

All requests must be submitted to Carmel Togher (HR Adviser) **by 10am on Friday** morning prior to the Corporate Management Board meeting the following week. Late requests cannot be considered due to staffing pressures in HR and will therefore wait a further fortnight before being considered by CMB.

Carmel or in her absence Elaine Orchard (Head of HR) will check the information and advise on any HR implications and then will pass the signed form & business case to the PA to Chief Executive **by 10am on Monday**, for inclusion at CMB the following week. The PA will ensure that all members of CMB receive a copy of the authorisation form and associated paperwork prior to the CMB meeting on Thursday.

At least 2 members of CMB and the Section 151 Officer will consider the submission and business case.

The results of the CMB process will be notified to the Head of Service or Manager and HR, by the PA, as soon after the CMB meeting as is possible.

Authorisation Form Specifics

The restructure/recruitment business case should be on no more than one piece of A4. Bullet points will be acceptable and should cover:

- Reason(s) for restructure/recruiting to the post
- General description of the key responsibilities
- Impact on the service to include as appropriate:
 - Internal/External impact
 - Mandatory/Discretionary service
 - Effect on Performance Indicators
 - Effect on customers
 - Can the work be covered in another way? An outline of the reduced/changed level of service
 - Effect on other employees within the team (could it lead to increased stress/sickness levels)
 - The effect on budget

Questions/information CMB and the Section 151 will consider:

- If there is a reduced level of service, is it within acceptable parameters?
- If there is an impact on other staff in the team, is it within acceptable parameters?
- Has the Business Case considered all of the options?
- HR implications as identified by the HR Team.
- Financial implications as identified by Finance Team.

Reporting

Changes to structures will be reported to Personnel, Licensing & Administration Committee.

NORTH WILTSHIRE DISTRICT COUNCIL

VACANCY AUTHORISATION FORM

RESTRUCTURE/RECRUITMENT OF EMPLOYEES

A Head of Service or Manager when requesting a structure change and/or requesting to recruit to a vacancy within the team, permanently, temporarily or through an agency **MUST** complete this form.

Submit completed authorisation forms to Carmel Togher by Friday 10am for the following weeks CMB

Post Number & Job Title

Service Area/Team

Present or last holder

Reason for Vacancy

.....

Head of Service / Team Manager's Recommendation

Please highlight one of the following options and refer to the option in the supporting business case:

STRUCTURE PROPOSAL

Option A – Create a revised structure using existing resources

Option B – Create a revised structure using funding from another service area/team

Option C – Create a revised structure using funding from Transition Budget

RECRUITMENT PROPOSAL

Option 1 – Fill the post at reduced hours[insert number of hours]

Option 2 – Fill post at a lower grade[insert grade]

Option 3 – Fill the post on a temporary basis for[insert period of time]

Option 4 – Fill post on a secondment basis for[insert period of time]

NB if option 4 is agreed CMB will need to decide whether or not the post of the person released can be filled without the need to return to CMB for a decision.

Option 5 – Fill the post with an agency worker/
consultant.....[insert period of time]

Option 6 – Make changes to a contract within the team, as follows:

Extend an existing temporary contract.....[insert
period of time]

Change hours for a defined period.....[insert hours and period]

Option 7 – Fill post with no changes

**A BUSINESS CASE FOR THE ABOVE RECOMMENDATIONS (*Must be attached*)
Please include implications for each option.**

Signed.....Head of Service/Manager

Name.....Date.....

Corporate Management Board’s decision

We have examined the Business Case for restructuring the service area/team and/or filling/covering this vacancy and have satisfied ourselves that:

1. It is essential to the Council's operations that the work identified in the business case is carried.
2. That the work cannot be absorbed within the team.
3. That there is a budget in place for the proposed change/post.

Reasons for agreeing / not agreeing to the proposed option including any conditions attached to the recruitment.

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Agreed/Not Agreed Date.....

Signed.....Chief Executive