

APPROVAL TO RECRUIT FORM

From Friday 25th June 2010 managers need to gain authorisation for recruitment to all positions. This includes the use of temporary agency and consultancy staff.

Why does this role need to be filled?

You should carefully review the need for the role to determine if it is still required and if so whether it needs to be filled on the same basis or in a different way.

As restructures take place it is likely that there will be a reduction in some roles which will result in staff being placed in the redeployment pool. If current job opportunities are filled on a temporary basis this could provide future opportunities for redeployees.

You should firstly consider how you would manage the impact on customers and service delivery by not recruiting. You should then review the options below:

- Is re-distribution of work possible amongst existing team members?
- Would restructuring remove the need for the role?
- Is there an opportunity to streamline working practices and processes which could remove the need for the role?
- Is there an opportunity for an existing employee to act up or be seconded into the role?

If you believe that the role does need to be filled you should consider the following:

- Whether the role could be filled on a temporary basis, fixed term contract or by secondment rather than on a permanent basis.
- What would be the most cost effective method of recruitment?

STEP 1: Requesting Manager: Please complete Section 1 below for all roles, including agency staff, and then forward to your Corporate Director for consideration.

Where temporary agency staff are required to cover a post in an emergency (e.g. to cover absence in a front line service) your Corporate Director can agree to sign off these requests retrospectively, however formal approval will be required in all cases as soon as possible.

Section 1	
Name of Recruiting Manager:	
Vacant position:	
Department:	
Section:	
Grade of Post:	
Salary Range:	
Type of Resource Required (please tick the relevant box):	
Temporary/Secondment	<input type="checkbox"/>
Temporary agency*	<input type="checkbox"/>
Permanent	<input type="checkbox"/>
External consultant*	<input type="checkbox"/>
End date (if applicable)	
Estimated cost (Temp Agency/Consultant only)	£
Justification for Recruiting:	

STEP 2: Corporate Director approval for recruitment to all roles:

Section 2 - Vacancy authorisation by Corporate Director	
I approve the request to recruit to this role.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments: Please include any instructions for the recruiting manager	

Corporate Director – please consider the request, then select one of the options below:

For non-managerial roles: return the form to the requesting manager

For managerial roles you have rejected: return the form to the requesting manager.

For managerial roles you have approved: forward to the Chief Executive for consideration.

STEP 3: Chief Executive approval for managerial roles:

Chief Executive – please consider the request and return to the requesting manager.

Section 3 - Vacancy authorisation for managerial posts only by Chief Executive	
I approve the request to recruit to this role.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments: Please include any instructions for the recruiting manager	

STEP 4: Requesting Manager final action:

Requesting manager –

- If approval has been received then please complete the Advert Request form below and forward both parts to recruitment@wiltshire.gov.uk.
- If approval has not been received, then please forward the rejected request to recruitment@wiltshire.gov.uk.

For further help telephone 01225 718040 or email recruitment@wiltshire.gov.uk

*** Are you recruiting consultancy or agency staff?**

If you have authorisation to recruit a consultant or agency staff, then please forward this form to recruitment. You do NOT need to complete the advert request form below, however you may be required to provide additional information for budget management purposes.
