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## Proposed Changes in Establishment – Category 1

Protocol to be followed by Services for changes to staffing and establishment

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This process is for use by Managers and Heads of Service to propose small (**Category 1**) changes in staffing establishment and structure up to and including grade NLC18.

All proposed changes covered by this protocol must involve 10 or less posts as part of one proposed structure or staffing change. You must also discuss your proposed change with your nominated HR Business Partner who will assist you in completing the form.

All necessary job evaluation, staff and trade union consultation processes must be planned for as part of this process. Your HR Business Partner will be able to assist you with this.

### **Important**

This process must not be used for larger and more complex changes to structure or service delivery models. The process for this is set out in the **Category 2** protocol for staffing and structure changes and this will include seeking an agreement on required Elected Member oversight, consultation and wider governance for the proposed change. Additionally, if the change you are proposing is less than 10 posts, but has a material impact on the Council's services, or is sensitive in nature such as the closure of a facility, or part of a service you also should use the **Category 2** protocol.

**Summary and Authorisation**

<b>Service Authorisation:</b>	
<b>Service Name:</b>	
<b>Signed (Head of Service):</b>	
<b>Print Name:</b>	<b>Date:</b>
<b>Summary of proposed change:</b>	
<b>Attach link to committee report where relevant:</b>	

<b>Executive Director/Chief Officer Approval:</b>		
<b>Agreed</b>	<b>Not Agreed</b>	<b>Other (please give reason)</b>
<b>Signed (Executive Director/Chief Officer):</b>		
<b>Print Name:</b>	<b>Date:</b>	

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**Workforce Steering Group Recommendation:****Agreed****Not Agreed****Homologation****Date:****Date Reported to CMT:****Comments:****Full Detail of Proposed Change**

**Please provide full detail for all changes (creation/deletion/amendment) including numbers of roles and grades impacted**

**If the change requires deletion of a post/posts, please enter the relevant itrent UNIT/POST/POSN number for each deleted post outlined above**

**If the change is an addition or amendment to a unit/post/position then please visit our website for the relevant form or click here to access the form.**

<b>Operational reason for this request (detail benefits to the service)</b>	
<b>Date of proposed Change</b>	

**Establishment and Budget Approval**

<b>Total increase/decrease to budget &amp; establishment</b>	<b>FTE Impact to Establishment (increase or decrease)</b>
	<b>Salary cost (increase or saving)</b>
	<b>Total Cost/Saving (including NI and superannuation)</b>
	<b>How will any increase in cost be funded:</b>  <b>Cost Centre:</b>

<b>Additional comments from Finance</b>	
<b>Finance Approver (name)</b>	
<b>Date</b>	

**Wider impact of the change**

<b>Please provide details of any other posts which may be affected by this change?</b>	
<b>Please detail any wider implications which flow from the change (include any voluntary severance or redeployment implications or impacts on other Services where relevant)</b>	
<b>Please confirm Finance have been notified of the implications noted above?</b>	

### Staff and Union Consultation

<b>Provide full details of the proposed staff and union consultation activity to be undertaken including dates where these are known</b>	
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### CAT 4 – Recruitment Requirement

<b>Service</b>	
<b>Job Title</b>	
<b>Location of Vacancy</b>	
<b>Number of posts to be advertised</b>	
<b>Position Number(s)</b>	
<b>Cost Centre</b>	
<b>Grade</b>	
<b>Hours per week</b>	
<b>Work Pattern</b>	
<b>Status (Perm/Temp)</b>  <b>If Temp, for how long?</b>	
<b>Organisation chart attached</b>	<input type="checkbox"/>
<b>Job Description attached</b>	

**Rationale for recruitment (inc justification for external recruitment)**

**Please confirm impact if role is not approved for recruitment?**

**Internal Recruitment**

**External Recruitment  
(by exception)**

**If internal recruitment is unsuccessful, automatic move to external recruitment requested?**

**Senior Business Partner Authorisation:**

**Signed:**

**Print Name:**

**Date:**

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## Next Steps

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1. For roles up to and including NLC18, the proforma should be completed by the Head of Service on behalf of the Service, detailing all planned changes. Authorisation should then be sought from the relevant Executive Director / Chief Officer prior to submission for Chief Executive and Workforce Steering Group for approval.
2. Where authorisation has been granted via either route, the relevant lead officer must then consult with their Senior HR Business Partner to fully plan for the change and ensure that appropriate and meaningful staff and trade union consultation is carried out accordingly.
3. Once completed, the signed form should be emailed to the relevant HR Business Partnership Team mailbox.

This part of the process is **mandatory** and will ensure that the Council's Finance and HR teams can accurately record and amend any staffing and structural changes on relevant systems including I-Trent.