
Approval for Recruitment of Post(s) – Category 4

Protocol to be followed by Services when seeking recruitment of posts

This process is for use by Managers and Heads of Service who seek to recruit to vacancies within their service whilst the recruitment freeze agreed by CMT on 9th June 2020 is in place.

All proposed recruitment must be submitted for approval by the Workforce Steering group and must include an organisational chart that details where the vacancy sits.

If approved, the lead officer should then complete and forward all relevant recruitment paperwork to the ESC recruitment team as standard.

Services must note that all vacancies agreed for release, require to be considered for redeployment opportunities and can be held by the recruitment team for this purpose for a period of up to 4 weeks prior to being released for advert.

Only where it can be evidenced that a vacancy will not be able to be utilised as a redeployment opportunity will it be released for advert directly.

Only by exception will vacancies be released for external recruitment.

All proposed recruitment must be discussed with the relevant HR Business Partner prior to submission to the WSG.

Summary and Authorisation

Post details	
Service	
Job Title	
Location of Vacancy	
Number of posts to be advertised	
Position Number(s)	
Cost Centre	
Grade	
Hours per week	
Work Pattern	
Status (Perm/Temp)	
If Temp, for how long?	
Organisation chart attached	
Job Description attached	

Rationale for recruitment (inc justification for external recruitment)	
Please confirm this role is currently within the establishment and fully budgeted?	
Please confirm impact if role is not approved for recruitment?	
Internal Recruitment	External Recruitment (by exception)

Service Authorisation	
Service Name	
Signed (Head of Service)	
Print Name	Date
Senior Business Partner Authorisation	
Signed	
Print Name	Date
Finance Authorisation	
Signed	
Print Name	Date

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

Workforce Steering Group Recommendation		
Date of meeting		
Agreed	Not Agreed (Reason)	Homologation