

March 2023

Contract Ref No: 2022-198

1. A copy of the Recruitment Request Form that initiated this recruitment process -

Contract Ref No: 2022-198

Please refer to the information provided below.

2. Confirmation regarding who the 'Requesting Manager' was that completed the Recruitment Request Form

The Requesting Manager was the Assistant Director, Supporting People. The relevant Senior HR Business Partner completed the Recruitment Request Form on foot of resourcing discussions with the Assistant Director.

3. A copy of the correspondence between the 'Requesting Manager' seeking required approval from the Finance Business Partner including a copy of the FBPs confirmation of approval.

The relevant Senior HR Business Partner corresponded with the relevant Finance Business Partner on behalf of the Assistant Director to ensure required Finance approvals as per attached e-mail. The Assistant Director was included in the correspondence.

4. Confirmation regarding if CXBC/Executive Team approval was required and if so, provide a copy of the relevant paper.

Executive Team approval was not required.

5. A copy of the correspondence attached to the Recruitment Request Form when it was supplied to the HR Business Partner in order for this trawl to be initiated.

As stated above, it was the Senior HR BP who completed the Recruitment Request Form and the HR BP progressed this with the HR Resourcing Team. Therefore there is no other written correspondence from the Requesting Manager to HR.

Please be advised that redactions have been applied to the correspondence attached, as it comprises the personal data of identifiable living individuals and is therefore exempt under FOI Act Section 40 (2) – personal information of a third party. Disclosure would also contravene data protection principle (a) in Article 5 of the UK General Data Protection Regulation.

From: [REDACTED]

Sent: 30 September 2022 15:09

To: [REDACTED]

Subject: RE: SP Level 8 RRF

[REDACTED]

Please can you confirm the 3 x level 8 posts included on attached request form?

Below are the details we currently hold.

I assume the permanent post is that relating to Young & Old Team but I was unsure of the two FTC's

SP Team	Employee	Level	FTE	Payroll	Contract Type	Occupancy Type	Notes
SP - Homelessness	[REDACTED]	Level 8	1	Staff	Permanent	Standard	
SP - Covid		Level 8	1	Staff	Permanent	Acting Up	Post ending 31/12/22
SP - Finance		Level 8	1	Staff	Permanent	Standard	
SP - SPOCC Posts		Level 8	1	Staff	Permanent	Standard	Project Post
SP - Disability		Level 8	1	Staff	Fixed Term	Acting Up	
SP - Young & Old People		Level 8	1	Staff	Permanent	Acting Up	

Many thanks

[REDACTED]

From: [REDACTED]

Sent: 29 September 2022 13:57

To: [REDACTED]

Cc: [REDACTED]

Subject: SP Level 8 RRF

[REDACTED]

Can you complete the attached approval form for appointment of 3 level 8's in SP (1 perm & 2 temporary), currently covered by acting ups.

Thanks

[REDACTED]

[REDACTED]










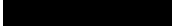
[REDACTED]

[REDACTED]

Permanent Recruitment Request Form

Requesting manager should complete all sections of this form before seeking approval from the Finance Business Partner. If CXBC approval is required this form should be completed and attached to relevant CXBC paper for approval. When all sections and processes have been completed please forward to the relevant HR Business Partner for final approval and to initiate the trawl process.

Post Details		Advertising	
New post created (CXBC approval also required)		Internal Trawl	
Filling an Existing Vacancy	x	External Trawl	x

Post title	Contract Manager		No. of positions required	3 (1 perm x 2 FTC)	
Division	Regional Services		Department	Supporting People	
Grade/ Level	8		SCP		
Location/s	Headquarters		Cost centre/s	42101	
Line manager/s		Line Manager/s Job Title/s		Line Manager/s Staff Number/s	
CXBC Approval Date	N/A	Trade Union Consultation complete?	N/A	Finalised Job Description Attached	Yes
Estimated Trawl Date	Mid October	Estimated Shortlisting Date	Early November	Estimated Start Date	1 January 23
Reason/s for creating / filling post?	1 Vacant perm post  x2 temporary  & SPOC approved temp post).				
I confirm that I have considered:	Redeployment <input type="checkbox"/> Transfers <input type="checkbox"/> Active Reserve List <input type="checkbox"/>				
Suggested Interview Panellists	1. 	2. 			
		<u>Name of Approver</u>		<u>Date</u>	
<u>Finance Business Partner approval</u>				30/11/2022	
<u>Functional Director approval</u>					
<u>HR Business Partner approval</u>				29/09/22	

Affordability (to be completed by Finance Business Partner)

	<u>Budget</u>	<u>Existing projection</u>	<u>Revised projection</u> (including above post)	<u>Affordable?</u> Yes / no
Assistant Directorate	<u>1,848,608</u>	<u>2,031,878</u>	<u>2,031,878</u>	<u>Yes</u>
Directorate	<u>11,836,045</u>	<u>12,259,387</u>	<u>12,259,387</u>	<u>Yes</u>

HR use only

HR People & Resourcing

Requisition number	
Trawl ref number	
HR Representative	

HR Support Team

Trawl start date	
Trawl closing date	

HR use only

HR People & Resourcing

Requisition number	
Trawl ref number	
HR Representative	

HR Support Team

Trawl start date	
Trawl closing date	