

**Vacancy & Spend Control Panel (V&SCP) Vacancy Justification Form – New Post**

All vacancies, unless they are on the exemption list are subject to approval to recruit from the Trust’s V&SCP

In order for your request to be considered by V&SCP, please send this completed form and attach to your vacancy in Trac or alternatively send to bfwh.vacancyandspendcontrolpanel@nhs.net

N.B (Deadline to hit panel is Thursday 12 noon.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title :****TRAC ID:** |  | **Recruiting Manager:**  |  |
| **Whole Time Equivalent:**  |  | **Division**  |  |
| **Band/Grade****Pay scale:**  |  | **Department:** |  |
| **Reason post is vacant:** *(i.e. resignation, new post, backfill etc)* |  | **Date Post became Vacant:** |  |
| **Date resignation submitted:** |  |
| **Fixed Term/ Interim / /Permanent** |  | **Duration if Fixed Term / Interim**  |  |
| **Cost (incl. on costs):** |  | **Funding Available within Budget:** | Yes / No / PartRec / Non Rec |
| **Additional Costs:**Initial set up costs(e.g. IT, accommodation, uniform, training) |  | **Alternative Funding Source:**(e.g. External funding HEE, MacMillan) |  |
| **Additional Costs:**Recurrent costs(e.g. IT, mobile phone, on call allowance, travel, training) |  | **Can this role be considered as an apprenticeship?** (for further details please contact Apprentice team |  |
| **Business/ Service Requirements for post to be filled:**  |  |
| **Risks of not filling the vacancy:** *(please detail any risks as a result of not filling the vacancy including type of risk i.e. patient safety, quality, performance, financial etc.)*  |  |
| **Alternatives to recruiting to the vacancy:** *(Please detail any alternative options that have been considered instead of filling the vacancy)*  |  |

**Budget Position -** (finance to confirm position on the cost centre on YTD basis; please confirm position on both pay and associated non-pay budgets and impact on the budget going forward)

**Cost Centre number:
Budget Position (please complete table below)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YTD Budget**  | **YTD Actual** | **YTD Variance** |
| **Pay** | **£** | **£** |  **£** |
| **Non Pay** | **£** | **£** |  **£** |

**To be completed by V&SCP:**

|  |  |
| --- | --- |
| **Date of V&SCP:**  |  |
| **Panel Members:**  |  |
| **Decision:**  | * Proceed to Recruitment to vacancy
* Vacancy not be recruited to
 |
| **Rationale:**  |  |

|  |  |
| --- | --- |
| **Quality** **Impact Assessment:** | If your role is NOT approved or put on hold, a decision will be made by the panel as to whether a QIA is required. |