

**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](mailto: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 / Part  Rec / 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. |