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**Authority to Recruit During Recruitment Freeze**

**October 2024**

* This form is to be used when seeking authorisation to progress a recruitment campaign.
* This form should be used to authorise all vacancies, except for interims, consultants, agency and other Externally Provided Workers (EPWs), which require a separate business case.

**Cumberland Council – Recruitment freeze**

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| **Cumberland Council has applied a recruitment freeze with effect from 23 October 2023. Only posts meeting one or more of the following criteria will be approved and progressed for recruitment.**   |  | | --- | | 1. There is a Legal or Statutory requirement for the role. 2. There is a Regulatory requirement for the role. 3. There is a Health and Safety requirement, including possible risk to life, for the role. 4. There is time limited funding attached to the role and failure to progress would result in loss of funding. 5. There are savings targets dependant on the role being appointed to deliver and failure to progress would result in risk to savings delivery. 6. The role is vital to supporting the council deliver its Transformation agenda. | | Detail rationale: |   **Section 1. Accurate Job, Pay and Grading information**   * **Prior to seeking authorisation**, all manager’s must ensure the post specification for the vacancy is accurate and graded correctly. Post specifications **approved** for use in recruitment campaigns can be found on the following SharePoint site: [Job Families - Home (sharepoint.com)](https://cumbria.sharepoint.com/sites/JobFamilies) * **Legacy County Council managers** should access this site for further guidance on the initial steps needed to either create or review a post specification. * **Legacy District managers** do not *currently* have access to this site, so should contact their HR/OD representative for input and support when seeking recruitment authorisation and completing this form.  |  |  |  |  | | --- | --- | --- | --- | | **Job / Post Details\*** | | | | | Job / Post Title: | |  | | | Post Group Number/ Reference: | |  | | | Can you confirm the post specification has been published on the SharePoint site?  If not, this authorisation form will not be progressed. | | Choose an item. | | | Final Grade: |  | Salary: |  | |  |

**Section 2. Vacancy Information**

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| --- | --- | --- | --- |
| Recruiting / Line Manager Name: | |  | |
| Recruiting / Line Manager Position Title: | |  | |
| [Legacy District Only] HR / OD Officer: | |  | |
| Is this role to be filled on a Permanent Basis? | | Choose an item. | |
| **If temporary, please complete the detail below** | | | |
| Fixed Term End date  (if applicable /known) |  | Contract duration  (e.g. 12 months) |  |
| Reason for Fixed Term Contract: | Choose an item. | Vacancy Request Reason | Choose an item. |
| **Replacement for leaver – details (if applicable)** | | | |
| Name of existing post holder / Leaver (where applicable) |  | Leaver or current post holder leaving date: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Number of vacancies to be filled: |  | Contracted hours per Week: | | |  | |
| Weeks worked per annum: (if not full year) |  | Casual Worker (this is different to a zero hours / supply contract): | | | Choose an item. | |
| Work Base, including address:  *(where post is to be based)* |  | | | | | |
| Is Agile Working / Working from Home available? | Choose an item. | Proposed Closing Date: |  | Proposed Interview date: | |  |

**Section 3. Business Case & Alternative Resourcing Options**

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| Approval will only be granted for posts that are deemed as essential, please provide;   1. Supporting arguments and the consequences if approval is not given 2. Details of alternative resourcing models that have been considered, for example, redistribution of tasks, digital efficiencies, reduction of hours, career paths, apprenticeships or development within the team and why these are /are not suitable. | | | |
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| Proposed method of recruitment: | External (including Internal) |  |  |

**Section 4. Funding**

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| Cost Centre: |  | | Budget Holder Name: |  |
| Is funding available to cover the duration of this post?  (please provide detail of funding arrangements and if needed, any input provided by finance) | |  | | |

Does this post qualify for a Local Car User (LCU) allowance? Yes  No

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| --- | --- | --- | --- |
| **Grant or External Funding:** | | | |
| Organisation providing funding: |  | | |
| Total funding to be provided: |  | End Date of Funding: |  |

**Section 5. HR Business Partner**

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| **Please ensure your relevant HR Business Partner has the opportunity to review this HR01 and include their comments in the box below.** | | | |
| HR Business Partner: |  | Date of Review |  |

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| |  | | --- | | Comments: | |  |

**Section 6. Authorisation – Director, or Chief Executive**

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| **For vacancies that report directly into senior managers, or above, Chief Executive authorisation is required.** | | | | | |
| Decision | Choose an item. | | Recruitment Method: | | Choose an item. |
| Authorisation comments |  | | | | |
| ELT Officer Signature: |  | Date of Authorisation | |  | |
| ELT Officer Name: |  | Position title: | |  | |

**NEXT STEPS**

* For Cumbria County Council Managers, this completed and authorised form, along with a draft advert should be sent to the HR, Payroll and Recruitment Team via the portal (available on intouch)
* For District Managers, this completed form should be send to your normal HR representative.