

**Headcount Control**

**Business Case**

Please send the completed Headcount Control Business Case to Headcountcontrols@stmarys.ac.uk

by 12pm on Thursday in order for the case to be considered by the Panel the following Thursday.

**Section A**

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| **Position Details:** (completed by line manager) |
| **Post Title** |  |
| **Line Manager Name** |  |
| **Department** |  |
| **Headcount change requested****Panel Consideration**(you can select multiple fields e.g. Replacement and Agency) | New Post | [ ]  |
| Direct Replacement (no post change) | [ ]  |
| Repurposed Post / Budget | [ ]  |
| Extension to FTC | [ ]  |
| Increase / Decrease in FTE (over 0.2 FTE) | [ ]  |
| Casual Staff  | [ ]  |
| Consultant / Contractor | [ ]  |
| Agency Request (Temp – under 14 weeks) | [ ]  |
| Agency Request (Fixed Term or Permanent) | [ ]  |
| Agency Request Extension | [ ]  |
| **Cost Code** (please include) |  |
| **Effective Date** |  |
| **End Date** (if appropriate) |  |
| **Current Cost** (Band / Spine Point) |  |
| **Proposed Cost** | Min spine point |  |
| Max spine point |  |
| **FTE** |  |
| **Academic / Professional** |  |
| **Permanent / Fixed-term** |  |
| **Additional Cost Incurred (£)**(e.g. equipment required for post) | Please note that all EU (except Ireland) and non-EU applicants appointed to a role under the Points Based System will require the Faculty / Institute / Department to make provision for the following costs: Certificate of Sponsorship £200, Immigration Skills Charge £1,000 per year sponsored. |

**Section B**

**Business Case:** (completed by line manager)

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| **Financial Implications** |
| * In approved budget? (provide details)
 |
| * If not in approved budget how will savings / income generation be achieved to fund the post? (include specific costing information)
 |
| **University Impact** |
| * What improvements will be made to the team and wider University operation / student experience?
 |
| * Is this post critical in meeting our regulatory or legal obligations, and if so how?
 |
| **Other Considerations** |
| * Is this a ‘difficult to fill post’ with a scarce skill set, please describe?
 |
| * Is there a known equality impact across team and band?
 |
| * Any other additional supporting evidence?
 |
| **Recommendation:**  |
| I confirm I have the support of the following for the proposed post / change |
| **Director of Institute / Head of Service****(Name / Comments / Approval)** |  |
| **Senior Leadership Team Sponsor****(Name / Comments / Approval)** |  |
| **Section C****HR and Finance Comments / Approval:** |
| **HR Business Partner****(Name / Comments / Approval)** |  |
| **Finance Business Partner****(Name / Confirm Budget / Comments / Approval)** |  |
| **HR Director** **(Name / Comments)** |  |