

**Headcount Control**

**Business Case**

Please send the completed Headcount Control Business Case to [Headcountcontrols@stmarys.ac.uk](mailto:Headcountcontrols@stmarys.ac.uk)

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

**Section A**

|  |  |  |  |
| --- | --- | --- | --- |
| **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)

|  |  |
| --- | --- |
| **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)** |  |