

## RECRUITMENT AUTHORISATION FORM FOR USE WHEN ENGAGING AN AGENCY OR INTERIM APPOINTMENT

This form must be completed for all temporary appointments covering a vacant post. These appointments can be:-

1. An interim worker will normally be engaged through the Council's contract with Comensura or LBRP process.
2. In special cases an interim worker can be engaged to cover a vacant post whereby the required skills or capacity are not available in-house.
3. An off-contract agency worker or interim manager can be engaged to cover a vacant post where a worker cannot be sourced from the Council's contracted agency suppliers.
4. An independent consultant works on specialist, strategic or advisory projects to a clearly defined brief with set deliverables and milestones. In the majority of cases a consultant would not be used to cover a substantive post, however on occasion you may wish to engage a consultant when all other avenues have been exhausted.

This form must be completed to authorise the recruitment of any agency, interim or independent consultant

Please complete a separate form for **each** request and ensure you collect all necessary signatures as outlined below. Incomplete forms will not be processed.

[Guidance on completing the form](#) is available on the intranet.

### HIRING MANAGER

<b>From:</b>		<b>Tel ext:</b>
<b>Department:</b>	<b>Division:</b>	<b>Section/Team:</b>

### ASSIGNMENT DETAILS

Is this request for:      “on-contract”       “off-contract” agency worker       independent consultant   
    agency worker  
    (Comensura)

Is the appointment                      new     an extension

<b>If extension, current worker's name:</b>	
<b>If extension, expiry date of the current appointment:</b>	
<b>Post title:</b>	
<b>Substantive grade:</b>	<b>Interim day rate:</b> Is this fixed (where possible) or approximate?
<b>Start date:</b>	<b>Duration of assignment:</b>
<b>Assignment location:</b>	<b>Cost code:</b>

<b>Assignment brief / Key deliverables:</b>		
<b>Total Employee Budget:</b>	<b>YTD budget:</b>	<b>YTD actual:</b>
<b>Forecast Outturn variance:</b>		
<b>Departmental Finance Managers comments:</b>		
<b>Is virement needed? YES/NO*</b>	<b>Virement proposed? YES/NO*</b> (Attach details)	<b>Code from which funding vired:</b>

\* Delete as applicable

### **BUSINESS CASE**

Please give detailed reasons as to why you are seeking to engage this type of worker or extend the assignment of an existing worker. The reasons you provide must be explicit, otherwise you will be asked for more justification.

N.B Provide the cost difference of engaging an interim as opposed to filling the role on a permanent basis for a six month period (to include market supplements or other pay enhancements previously agreed).

Explain any attempts to undertake permanent recruitment and the outcome of these. If no attempts have been made you must give reasons why not.

**SIGNATURES – must be completed in all cases**

<b>Head of Service:</b>	<b>Date:</b>
<b>Departmental Finance Manager:</b>	<b>Date:</b>
<b>Director (subject to scheme of management):</b>	<b>Date:</b>
<b>Departmental HR Manager:</b>	<b>Date:</b>

If appointment is being made by a Director, the following signature is also required.

<b>Chief Executive:</b>	<b>Date:</b>
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Once completed and all signatures obtained, this form should be given to the Recruitment Consultancy Team who will process the request for you.