


Background

An **enhanced vacancy controls process is being rolled out across the Trust** to increase the rigour and scrutiny of vacancy requests. It is similar to the process previously followed by the Pay Improvement Group (PIG).

Applying this process correctly will ensure that only essential vacancies are approved* and all others are removed - with the associated cost savings transacted under the Trust CIP programme.

The process will be owned by the Recruitment Team, with site Workforce Control Panels having final sign off of vacancy requests, just as they do now. What is different is a **set of risk criteria and thresholds that will be applied to all decisions**, improving the consistency of decisions across the Trust and bringing in the right level of scrutiny.

** The new process still accounts for exemptions, ie vacancy requests that do not need to go through the process due to being exempt.*



Process steps

Vacancies decisions should be:

- Tracked in a central Vacancy Control log for monitoring purposes
- Scored against the risk matrix criteria for review



Progress



See slide 5 for full list of exemptions



Approvals should be:

- Tracked in central Vacancy Control log for monitoring purposes



Rejections should be:

- Tracked in a central Vacancy Control log for monitoring purposes
- Captured as child PIDs under the parent vacancy PID for CIP transaction purposes

Panel discussion - criteria

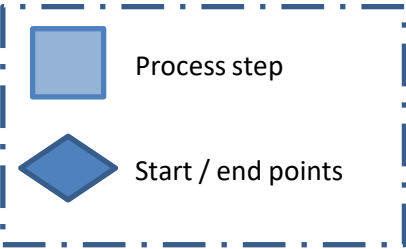
What is the risk of not recruiting to the post and the corresponding impact in terms of:

- Likelihood (1-5)
- Consequence (1-5)
- Risk Control (1-5)

If the post is required (i.e. cannot be rejected), can it be:

- Held for a period of time?
- Changed e.g. fewer hours / lower band?

See slide 4 for a detailed view of the criteria and approach to scoring



Criteria and approach to scoring – Vacancy control log

The **vacancy control log** should be used by **Divisional Resource Panels** and **Site Workforce Control Panels** to **review, agree and log decisions** made in relation to **vacancy requests**, that are not exempt from the controls process.

This slide sets out the criteria and scoring mechanism, scoring thresholds and possible outcomes / decisions that site Panel's will make via the vacancy control process.

Criteria and scoring guidance

- Likelihood
- Consequence
- Risk Control

[Risk Descriptor Guidance](#)

Scoring thresholds

A total score will inform final Panel decisions:

- **7 and below** = automatic rejection
- **Between 8 and 12** = further discussion - the Panel should further scrutinise the need for the request and explore the options of a) holding and b) changing the vacancy
- **Between 12 and 15** = approval granted, if the vacancy cannot be a) held or b) changed

Possible Panel decisions

Vacancies can be:

- Approved
- Rejected
- Held
- Changed

Supporting information

Vacancy information pack

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Vacancies in this pack

6-287-SUR-48-22 HJ: 3843585	MSE Administrator 862075: M.I.T.(Gastro)
2-287-AEM-14-22 HJ: 3901886	Apprentice Healthcare Assistant - Emergency Medicine 840151: 157 Emergency Medicine Nursing
5-287-SMED-81-22 HJ: 3902116	Patient Flow Assistant 840120: 157 Ward 34
6-287-SMED-87-22 HJ: 3909597	Medical Secretary 861685: Admin Nephrology
3-287-DSS-78-22 HJ: 3954720	Clinical Specialist Sonographer 860517: Main X-Ray
3-287-DSS-81-22 HJ: 3967636	Pre-Registration Trainee Pharmacy Technician 841190: 157 Pharmacy Department

Vacancy information pack:

- Summary information from TRAC to include the role, department, band, salary, FTE etc.
- The job description for each of the vacancies will also be included
- If the post has a job plan e.g. Consultant or ANP / CNS this will also be included for review and sign off

Job ref	Job title	Grade	Sector(s)	FTE	Vacancy type	Job plan reviewed /	Finance Approver	Description of risk of not recruiting to post	Criteria			Total score /15	Details of scoring for Likelihood, Consequence and Risk Control	Panel decision	Comments from panel
									Likelihood	Consequence	Risk Control				
					FTC	Yes			1	1	1	3		Rejected	
					Permanent	No			2	2	2	6		Rejected	
									3	3	3	9		Changed	
									4	4	4	12		Held	
									5	5	5	15		Approved	
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Vacancy Control Log

- Used to log decisions on the vacancies from the Divisional Resource Panels
- Used to review the appropriateness of those decisions at the Workforce Control Panels
- The vacancies pulled out of TRAC to be discussed during the WFC Panel discussion will be highlighted
- Vacancies should be logged and discussed in logical order – ie by sector

Workforce Control Panel Exemptions – full list

Exemptions = ward based rostered staff where there is identified budget

This includes:

- Band 2 HCA (ward based)
- Band 3 HCA (ward based)
- Band 4 Nursing support (ward based)
- Band 5 Nurse (ward based)
- Band 6 Nurse (ward based)
- Band 7 Nurse (ward based)

