# RT7 - EPW

**Cumbria Fire and Rescue Service**

**Oct 2024**

# Business Case

Please complete the below business case as fully as possible. If you need any support or guidance when completing it, please contact the Resourcing team via Recruitment@cumbriafire.gov.uk

If you have any queries or would like this form in another format (larger print, Braille, different colour way) please contact Recruitment@cumbriafire.gov.uk

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| --- |
| **All Requests** |
| Directorate |  |
| Post |  |
| Position Number |  |
| Recruiting / Line Manager | Name |  |
| Role |  |

|  |
| --- |
| **Post Details** |
| Please specify reason for vacant post | Left CCC | \*\* | Transfer | \*\* | Secondment | \*\* |
| Service Area |  | Unit |  |
| Location |  | Hours per week |  |
| Request to engage through third party provider / extend current arrangements |
| Is the engagement ? | New |  | Extension |  |
| State agency i.e. Randstad (or other approved third party provider) |  | End date of engagement |  |

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| **Business Case – complete in all cases** |
| What resourcing alternatives have been considered other than filling the post? *The following must have been considered and reasons must be given for discounting them** Can the role be undertaken in a different way?
* Can tasks / responsibilities be re-allocated within the team or elsewhere (including with partners)?
* Do the skills required already exist within the team or can they be developed?
* Can the role be undertaken on less hours?
 |
|  |
| Approval will only be granted for posts that are deemed as essential. Please provide:- * supporting arguments
* the consequences if approval is not given
 |
| For all EPW engagements please provide details of the role:- |
| * Details of the work to be carried out;
* Reporting procedure
* Any milestones for completion of particular projects; and
* Whether the services will need to be provided to any other bodies
 | Please note: for self-employed consultants this will also be used in the “contract for service”. |
| **Funding** |
| Grant or external funding | Organisation where the funding is coming from |  |
| How much will be provided?  |  |
| How long does the funding last? (state end date) |  |
| Mainstream County Council Budget | Budget line cost centre |  |  |  |  |  |  |  |
| Budget holder’s name |  |
| Total cost of post, salary and on-costs, start-up etc | £ |
| Internal provision – Complete for all EPW’s |
| EPW reason - please tick one of the reasons below:-\*Please see guidance for further definitions | For EPW’s please provide the cost comparison of a directly recruited permanent employee:- |
| 1. Difficult to recruit posts
 |  | Post |  |
| 1. capacity challenges
 |  | PG number |  |
| 1. Must remain independent of the County Council
 |  | Grade |  |
| 1. To be reviewed as part of service review
 |  | FTE salary (Level b) |  |
| 1. Invest-to-Save/Earn
 |  |  |  |
| Please note: Accommodation and home to work travel costs will **not** be paid. Any travel undertaken in the course of their duties will be paid in accordance with the Council travel and subsistence scheme and rates. |

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| **Authorisation** |
| Please tick the relevant box: |
| Recruitment/ Engagement Approved | Reason for decision: |
| Randstad (or other approved third party provider)  |  | End date of fixed term |  |
| Recruitment / Engagement not approved | Reason for decision: |
| Date Discussed at DMT  |  |
| Assistant DirectorApproval | Name | Signature | Date |
|  |  |  |
| Corporate DirectorApproval | Name | Signature | Date |
|  |  |  |

Once authorisation has been received the recruiting manager will need to complete an external workers ticket on the service centre portal and attach this completed business case. Also complete Role Requirements on this page and send to Randstad.

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| **Requirements for Role** |
| **This form must be completed by the hiring manager giving all relevant details to****the supplier so they can source suitable EPW’s.** **Once the Business Case has been approved send the complete document to Randstad.** cumbriajobs@randstad.co.uk |
| CCC Job Code (supplier will complete this) | CCC Job description attached Y/N |
| **CCC Purchase Order Number - A failure to provide this asap after candidate selection may result in delays in the candidate starting** | PO No: |
| **Safeguarding & Compliance** |
| DBS Level Required:-Please check the post requirements on iTrent.Please tick one box only | Adults | Children’s | Both |
| Standard |  |  |  |
| Enhanced |  |  |  |
| Enhanced with barred list check |  |  |  |
| **IR35 - Assessment** |
| **All** engagements must be individually assessed for the IR status. * Please access the HMRC website and answer the questions.

 <https://www.tax.service.gov.uk/check-employment-status-for-tax/setup> * Please retain a copy of the results and attach it to the Service Centre portal ticket.
* Complete a copy of the Status Determination Statement (appendix7) and attach it to the Service Centre portal ticket.
 |
| IR 35 status assessment result: | IR35 applies / IR35 does not apply \* |
| **Hiring Manager** |
| Name: Job Title:  Email: |  Department/ Unit: Directorate: | Contact Number:Fax: |
| **Business Support – with responsibility for placing orders and receipting** |
| Name: Job Title:  Email: |  Department/ Unit: Directorate: | Contact Number: |

|  |  |
| --- | --- |
| **Job Title:** |  |
| **For Corporate roles only, Post Group number:** |  |
| **Grade / Salary:** |  |
| **Is the Job Description/Post Specification attached to this document?** |  |

To find a post specification or job description, please email the Resourcing team at Recuritment@cumbriafire.gov.uk

|  |  |
| --- | --- |
| **Recruiting Manager name:** |  |
| **Recruiting Manager title:** |  |
| [ ]  **Internal recruitment** | [ ]  **External Recruitment** |
| **Please detail reasoning for external or internal recruitment:** |  |
| [ ]  **Newly created post** | [ ]  **Replacement for Leaver** |
| **Name of Leaver:** |  |
| **Number of Vacancies:** |  |
| **Contracted hours per week:** |  |
| **Part time opportunities considerations:** |  |
| **Work base/team location:** |  |
| **Working from home considerations:** |  |
| [ ]  **Permanent**  | [ ]  **Fixed Term** |
| **If fixed term, please state the reason:** |  |
| **Fixed-Term contract duration:** |  |
| **Please detail resourcing options that have been considered other than filling this vacancy:**(for example, redistribution of tasks, digital efficiencies, career grades, apprenticeships etc.) |  |
| **Please detail any service risks or consequences to not filling this vacancy:** |  |
| **Cost Centre:** |  |
| **Budget Holder Name:** |  |
| **If a Grant or External Funding, please detail organisation providing funding:** |  |
| **Total Funding to be provided:**  |  |
| **End date of funding:** |  |

**Important:** the form should now be sent to the Finance department to review section 3 and approve. Please send via email to: Finance@cumbriafire.gov.uk

**Finance Approval**

For Finance Dept. to complete:

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved?** | [ ]  Yes | [ ]  No | [ ]  Further information required |
| **Please provide comments for the decision above:** |  |
| **Signed:**  |  |
| **Date:** |  |
| **Name / Job Title**  |  |

Please now return this form to the Recruiting Manager.

**SLT Approval**

This form should only be sent to the Senior Leadership Team if the Finance dept. has approved section 3.

The Post Specification should be attached and in the correct branding/edited if required. If you need support with editing your Post Specification, please contact the HR team via email, at: HR@cumbriafire.gov.uk

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| --- | --- | --- | --- |
| **Approved?**  | [ ]  Yes | [ ]  No | [ ]  Further information required |
| **Recruitment method:** | [ ]  External  | [ ]  Internal | [ ]  Other |
| **Please provide comments for the decision above:** |  |
| **Signed:**  |  |
| **Date:** |  |
| **Name / Job Title:**  |  |

Please now return this form to the Recruiting Manager.

All Vacancy Approval Forms **must** be sent to the Resourcing team by end of day Wednesday, to go live on Friday mornings.

Any vacancies sent after Wednesday will be scheduled to go live the following week.

Please send this full form and the finalised Post Specification/Job Description to: Recruitment@cumbriafire.gov.uk