

Recruitment Business Case for our Corporate Leadership Team (CLT)

This form should be used to provide a business case to CLT for all recruitment.

This includes:

- Internal recruitment including secondments
- External recruitment through adverts for permanent or fixed term positions (direct recruitment)
- Casual workers
- Recruitment through Matrix or a recruitment agency for either permanent or temporary positions
- Extensions of secondments, FTC and Agency workers and contractors/interims
- Temporary to permanent contract conversions

The only one exemption to this rule is if a vacancy is to replace an Agency Worker or contractor/interim undertaking a **statutory** role, thereby reducing the cost to the organisation.

Once you have gained approval from the Director for your Service (log this under Authorisation section below), this completed form should then be emailed to the contact for your service, who will then submit on your behalf to HR Enquiries:

Children's Service: [redacted] or [redacted]
Adult Social Care & Health: [redacted] or [redacted]
Resources & Assets: [redacted], [redacted], [redacted] or [redacted]
CIC: [redacted], [redacted] or [redacted]
Place & Growth: [redacted], [redacted], [redacted] or [redacted]
[redacted]

It will then be reviewed by an HR Specialist before being forwarded to CLT.

Vacancy details

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|-------------|---|
| Job Title | Political Assistant to the Labour Group |
| Grade | 7 |
| Salary | £33,945 pro-rata (22 hours per week) |
| Post Number | New post |

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|--|--|
| existing post <input type="checkbox"/> | New post <input checked="" type="checkbox"/> |
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| Name of Manager submitting Business Case and Directorate | Priya Patel, Head of Democratic and Electoral Services, Governance |
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| Name of Director for this role | Graham Ebers |
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|--------------|---|
| Type of role | Permanent recruitment <input type="checkbox"/> Fixed Term Contract <input checked="" type="checkbox"/> Secondment <input type="checkbox"/> Casual worker <input type="checkbox"/> Agency Worker <input type="checkbox"/> Extension to Existing Secondment <input type="checkbox"/> Extension to existing FTC <input type="checkbox"/> Extension to existing agency worker <input type="checkbox"/> |
|--------------|---|

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| Summary of the post's role (One or two sentences). | A Political Assistant to support the Labour Group, two days per week. To assist with administrative tasks, Comms, research, liaising with internal and external stakeholders. |
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Justification details

Financial

| | | |
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| Is this a budgeted role? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If NO, how is this role being funded – provide explanation? | | |
| The Local Government and Housing Act 1989 sets out that political groups qualify for Political Assistant support if they comprise at least 10 per cent of the membership of the authority and are one of the three largest groups on the authority. The Labour Group have achieved this at the May 2024 elections with 8 Members, the Group Leader has consulted the Group and they have confirmed that they would wish to have 2 days per week of support from a Political Assistant. | | |
| Does this post generate savings or income? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If YES, how much? | | |
| | | |

| | | |
|---|------------------------------|--|
| Is this post 100% grant funded or from ring-fenced funding? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If YES, please provide details of the grant | | |

Statutory

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| Is the service the post provides statutory and cannot be provided in another way? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <p>If YES, please summarise why the statutory work needs to be provided through this post</p> <p>It is not mandatory to appoint political assistants, but as we have political assistants in place for the two largest political groups, we should comply with the legislation which sets out the circumstances where a political group qualifies for a political assistant.</p> | | |

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| What are the risks of not recruiting and the material impact on achieving objectives and/or on colleagues? | Not compliant with legislation and treating political groups inequitably. |
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Alternatives – Could the post;

| | |
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| <ul style="list-style-type: none"> ▪ Be discharged by distributing across other roles/combining with another post? ▪ Be undertaken at a lower grade with some of the higher level responsibility re-allocated? ▪ be undertaken on reduced hours? ▪ be shared across another service or team? ▪ be shared with another authority or community organisation? ▪ be offered as a fixed-term contract if currently permanent? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
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| Could recruitment be delayed? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If YES please give details | | |

Additional Information

Please provide the reason for the post being vacant, who was previously in the post and details of any increase in cost due to this recruitment.

If you are recruiting through a recruitment agency, please explain why you are not using Matrix.

Please also provide any further information to help justify recruitment to the post.

This is a new post.

Authorisation

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|---|--|------------------------------|-----------------------------|
| Hiring Manager to confirm date Director authorisation given to submit for CLT approval | | Date: | |
| | | | |
| Date submitted to CLT | | Date: | |
| CLT authorisation given to recruit? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Justification / comments from CLT | | | |
| Date of CLT Decision | | | |