

ESTABLISHMENT CONTROL AND VACANCY MANAGEMENT POLICY

INTRODUCTION

Tayside Contracts is committed to being socially and fiscally responsible and, as such, recognises the need for establishment control and vacancy management principles, as set out in this policy.

By taking responsible actions Tayside Contracts hopes to avoid creating payroll cost problems. This policy and associated protocols and processes will also ensure that we are able to continue to invest in the appointment of individuals possessing the right skills, qualifications and commitment to progress our strategic agenda.

ESTABLISHMENT CONTROL

What constitutes a change to the Establishment?

- The creation of a new post
- The deletion of a current post
- A change to the grade, hours, location (or name of location) or cost centre code of an existing post.

Note: Within Catering and Cleaning a change in hours for any specific post will not constitute an Establishment change unless the total number of Establishment hours at that grade and at that particular location is being increased/decreased. For example, Perth Academy has four Grade 1 posts at 15 hours each = an Establishment total at that grade of 60 hours. Two posts are filled by employees on 15 hours per week, the other two posts are vacant – should it be decided to offer a new start 30 hours per week at Perth Academy on Grade 1 this would not constitute a change to the Establishment.

Grade Change

A change to a grade can only be approved by the relevant CMT member providing that it is in relation to an existing job which has been graded in accordance with the Job Evaluation Grading and Validation Policy.

A new job/grade can only be created following a job description and person specification being provided to the HR Manager who will arrange for the job to be evaluated and evaluation to be submitted to the EOT for validation and approval in accordance with the Job Evaluation Grading and Validation Policy.

Procedure for Changing the Establishment

- Establishment changes can only be made using the Change to Establishment pro forma and must be signed by the relevant CMT member.
- New Start and Change of Circumstances forms for posts which require an Establishment change will not be processed until the Change to Establishment form has been completed and authorised.
- Establishment changes to a permanent or temporary post at Grade 10 or below must be approved by the relevant CMT member.
- Establishment changes to a temporary post of less than 1 year at Grade 11 or above must be approved by the Managing Director.

- Establishment changes to any permanent post (or a temporary post of over 1 year) at Grade 11 or above must be approved by the Managing Director and by the Proper Officer.

Delegated authority levels in respect of the above and all HR and Payroll related expenditure are detailed on the HR and Payroll Related Expenditure Authorised Signatory List which has been approved by the Executive Officer Team.

The Business Support Section will not process anything that has not been authorised appropriately in accordance with the authorised signatory list.

VACANCY MANAGEMENT

Vacancy Management/Advertising Principles

The following principles must be followed in any vacancy/advertising situation:

- As and when vacancies arise, managers should take the opportunity to question whether or not it is necessary to fill the position or whether there is an opportunity to distribute the work elsewhere, or fill the gap with a lower graded post and/or with less contractual hours.
- All requests to fill vacancies and advertise jobs must be authorised by a manager with the delegated authority to do so using the Advert Request pro forma.
- Other than front-line Grade 1 Catering and Cleaning vacancies, which can be immediately advertised externally, all vacancies must be advertised internally in the first instance for a minimum period of 1 week (unless authorised otherwise by the relevant authorised signatory) prior to testing the external recruitment market if necessary thereafter. This may provide greater opportunities to promote from within and to generate savings by not back-filling the successful candidate's post/s or by filling it at a lower grade and/or on reduced contractual hours.
- Managers should refrain, whenever reasonably possible, from advertising in the press i.e. the Courier, Evening Telegraph etc. unless the vacancy has proven extremely difficult to fill via advertising on Tayside Contracts website, using flyers etc. Any job advertisement placed in external media must be approved in advance by the relevant authorised signatory.

POLICY VIOLATIONS

Any failures to adhere to the above policy will be investigated in accordance with Tayside Contracts Disciplinary Policy and may result in disciplinary action, which may include dismissal, being taken against an individual/s.

RELATED POLICIES

The Establishment Control and Vacancy Management Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Recruitment and Selection Policy
- Job Evaluation Grading and Validation Policy
- Job Sharing Policy

The above list is not exhaustive.

POLICY REVIEW

The Establishment Control and Vacancy Management Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk