

## Case of Need Form for Recruitment Restriction Exceptions

This form must be completed for **all** proposed exceptions to the recruitment restrictions before submission to the relevant Site Managing Director / Exec lead for review.

The post must have been risk assessed and reviewed through each step of the vacancy control process before progressing to this stage.

<b>Post title:</b>		<b>Band:</b>		<b>WTE:</b>	
<b>Division:</b>		<b>Care Group:</b>			
<b>Recruiting manager:</b>	[Name, Job title]			<b>TRAC ID:</b>	

<b>Is this a like for like replacement?</b> (if no, details to be provided)		<b>Is this a permanent or temporary position?</b> If temporary, for how long?	
<b>What is the funding source?</b> i.e. budget / external funding etc		<b>What is the budget position of the area?</b> i.e. underspent / overspent on pay?	
<b>How long has the post been vacant?</b>		<b>Is the post currently being covered with temporary hours?</b> If yes, what type? i.e. bank, agency, overtime etc.	

<b>Confirm the <b>risk of not recruiting</b> and the <b>score</b> considering:</b> <ul style="list-style-type: none"> <li>Quality of care</li> <li>Patient safety and experience</li> <li>Staff engagement and wellbeing</li> <li>Clinical effectiveness</li> <li>Operational performance</li> <li>Activity / income</li> </ul>	<b>Score:</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Control</b>	<b>Total</b>
	[Description of risk]				
<b>Confirm there is <b>no viable candidate to redeploy an existing member of staff</b>. Describe why redeployment is not an option.</b>					
<b>Confirm there is <b>no viable alternative method of delivering the workload</b> (e.g. lower band / less hours / restructure of existing team etc.) Describe the options considered and why they are unsuitable.</b>					
<b>Confirm the exception reason(s) that apply to this role and provide details:</b> <ol style="list-style-type: none"> <li>There is a statutory/legal requirement to have this role in post AND/OR</li> <li>The role is connected to funding (either specifically named or in relation to meeting KPIs) where the funding would be lost AND/OR</li> <li>The role is intrinsically related to delivery of national performance targets / the Trust's exit from SOF4.</li> </ol>					

<b>Exec decision (circle):</b>	<b>Approved</b>	<b>Declined</b>	<b>Further review required</b>
<b>Name and signature of Exec approver:</b>			<b>Date of decision:</b>