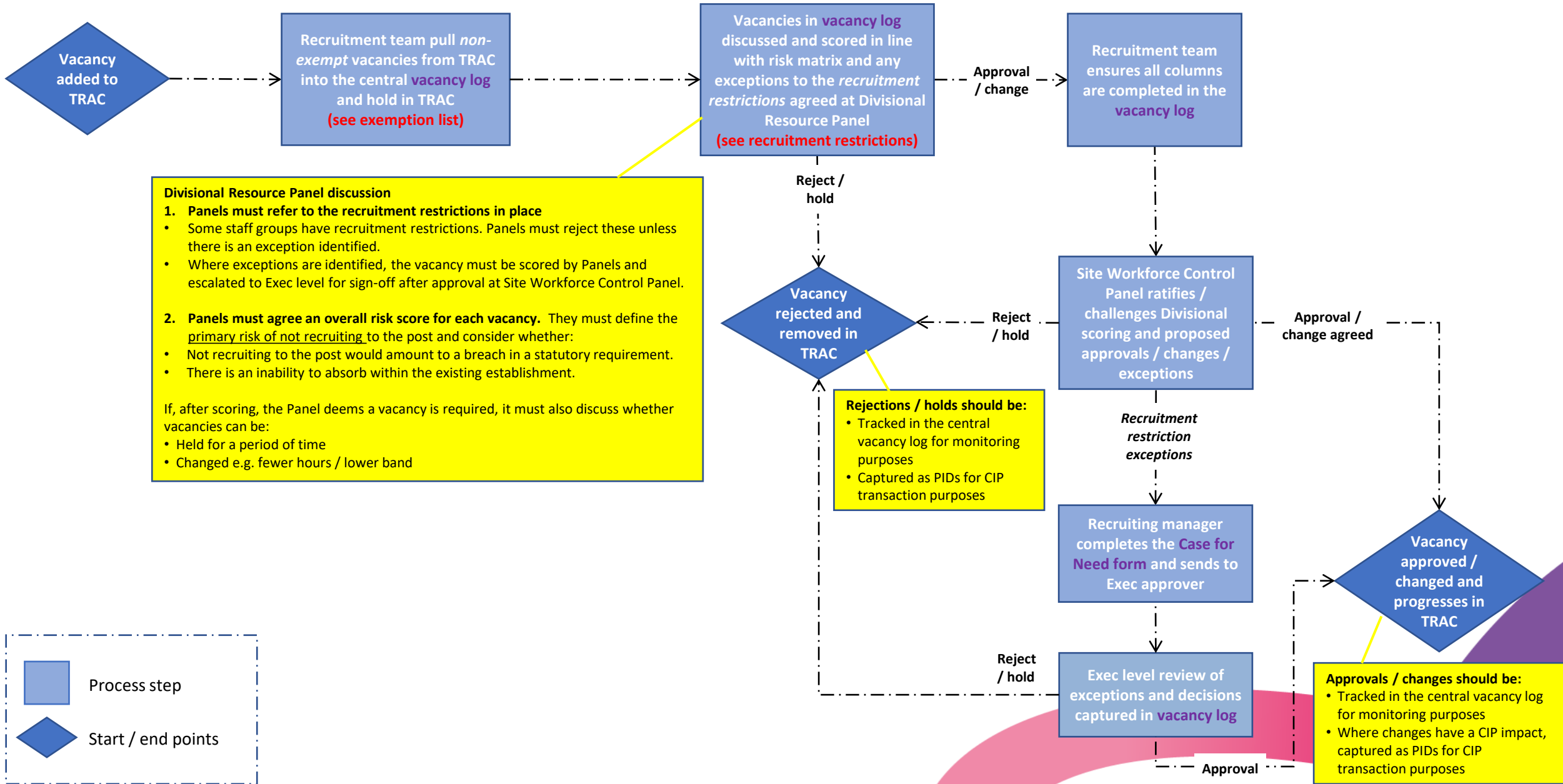


Vacancy Control Process (revised)



Vacancy Controls – Recruitment restrictions

Staff Group	Restriction	Exception approval?
All AFC 8A and above	Do not recruit unless meets Exception criteria	Site Managing Director / Exec Level sign-off required
Corporate A&C (B7 and below) excluding domiciliary, ancillary, catering and maintenance staff.	Do not recruit unless meets Exception criteria	Site Managing Director / Exec Level sign-off required
Site-based A&C (B7 and below)	Do not recruit unless meets Exception criteria	Site Managing Director / Exec Level sign-off required

If a vacant post falls within one of these groups, recruitment must only be considered by exception if:

- 1) All options to redeploy an existing member of staff have been explored and there is no viable candidate; AND
- 2) Alternative ways to deliver the workload have been considered and there is no viable option; AND
- 3) Either:
 - a) There is a statutory/legal requirement to have this role in post AND/OR
 - b) The role is connected to funding (either specifically named or in relation to meeting KPIs) where the funding would be lost AND/OR
 - c) The role is intrinsically related to delivery of national performance targets / the Trust's exit from SOF4.

If an exception is identified, the post must go through the vacancy control process as normal, with additional approval from the Site Managing Director / Exec level after the post has been approved at both the Divisional Resource Panel and the Site Workforce Control Panel.

Vacancy Controls – Exemption list

Exemptions from the process

Where there is identified budget, vacancies in the following staff groups are exempt from the Vacancy Control Process and will not be added to the log:

Staff group	Band	Status	
Ward based HCAs	2 - 3	Agreed	
Ward based Nursing support	4	Agreed	
Ward based Nurses	5 - 7	Agreed	
Theatre clinical staff (incl. ODPs)	7 and below	Agreed	
Dental Nurses	7 and below	Agreed	
Estates and Facilities (excl. A&C)	2 – 3	Agreed	
Endoscopy clinical staff	7 and below	Agreed	
Sexual Health Nurses	7 and below	Agreed	
Therapy assistant roles (OT & PT)	6 and below	Agreed	
Occupational therapist		Agreed	
Physiotherapist		Agreed	
Dietetics		Agreed	
Speech and language therapist		Agreed	
Radiographers		Agreed	
Mammographers		Agreed	
Pharmacy Assistant		Agreed	
Sonographers		7	Agreed

Staff group	Band	Status
Pharmacist	6 – 7	Agreed
Dialysis unit clinical staff (RN / HCA / Technician)	7 and below	Agreed
Ward clerks	2	Agreed

