

**APPENDIX D:  
VACANCY MANAGEMENT REQUEST**

The object of vacancy management is to ensure that vacant posts are filled and/or agency cover is provided where there is a need and a business case for this.

All parts of the form **MUST** be completed with further information attached if necessary.

**1. POSITION DETAILS**

Vacant post title	
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**2. FORMER POST HOLDER DETAILS**

Name	
Salary grade	
Resignation date	
Last working day	

**3. PROPOSALS**

Proposal for filling vacancy	
Proposed format	

**4. COST IMPLICATIONS**

Current budget for post	
Expenditure to date	
Savings/ cost of proposal	
Details of funding available	

**5. ALTERNATIVE OPTIONS CONSIDERED**

Divert resources to priority area	
Partnership working	
Reduced costs	
Partnering Options	
Short term secondment	
Other	

## 6. RISKS

Associated with not filling the post in its current format

Performance	
Essential work	
Essential staffing	
Health and safety	
Service provision	
Other	

## 7. IMPACT

Revenue	
Existing Staff	
Service Delivery	
Development Targets	
Statutory Obligations	
Health & Safety	
Security	
Future service delivery options	
Other	

## 8. OTHER CONSIDERATIONS

Council priorities	
Service Delivery Plan priorities	
Impact on KPI's	
Bench-mark of other LA	
Other	

## 9. SUBMISSION

Proposal submitted by	
Designation	
Date	