

Vacancy Control Panel Terms of Reference

Name of Group:	Vacancy Control Panel
Summary of Role:	<p>The role of the Panel</p> <ul style="list-style-type: none"> to consider and scrutinise applications to the panel to recruit to posts within the Health Board, submissions will be received for: <ul style="list-style-type: none"> ➤ all post of band 7 and above ➤ all administrative and clerical posts ➤ all corporate posts To approve appropriate posts to proceed to recruitment.
Accountability:	The Panel is accountable to the ABMU Health Board Executive Team
Links with:	<ul style="list-style-type: none"> Unit Vacancy control panels Workforce Transition team vacancy control review
Chaired by:	Director Workforce and OD
Membership:	<p>Director Workforce and OD Director of Finance Chief Operating Officer Director of Transformation Director of Therapies and Health Sciences Director of Nursing and Patient Experience Staff Side representative Other members may be co-opted by the Chair as necessary to meet the needs of the group.</p> <p>Quoracy : Two Directors and Staff Side representative Administrative support provided by Shared Services</p>

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Meeting frequency:	Weekly.
Remit/Objectives:	<p>The panel will consider applications on the basis of the following principles which have been developed on the basis that ABMU will be subject to a restructure after boundary change and that there areas may/ will have to lose a % of staff to reflect boundary change</p> <ul style="list-style-type: none"> • As many posts as possible in areas affected by boundary change should be held where there will not be a detriment to service, to enable a financial transfer rather than a staff transfer. • Where deemed necessary to fill posts, these should in the first instance be considered for secondment or acting up opportunities for existing staff. • All management posts across the Health Board will be considered in light of the fact that they may be deemed as suitable alternative employment for staff who may be displaced by management restructure and therefore filled on the basis of secondment, acting up or FTC arrangements. <p>Consideration will also be given to:</p> <ul style="list-style-type: none"> • Skill mix review • Team structure • Alternative options for filling the post <p>Each vacancy will need to be risk assessed, considering the following:</p> <ul style="list-style-type: none"> • Impact on organisation delivery/performance/objectives • Specialist nature of role • Ability to appoint on a non-substantive basis • Existing fragility of team/department/function



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	<p>Outcomes will be issued on a weekly basis following the meeting.</p> <p>A report on the outcomes will be provided to the executive team and partnership forum on a quarterly basis.</p>
Review of Terms of Reference	<p>These Terms of Reference and the purpose, activities and function of the Group will be reviewed as appropriate.</p>