

Swansea Bay Health Board Vacancy Control Process

Purpose

As part of the Health Board's Recovery and Sustainability Programme, a Vacancy Control Process has been introduced to give consideration to all requests to advertise.

The Delivery Vacancy Control Panel will consist of Unit Triumvirate and Finance and Workforce Business Partners. The Corporate Vacancy Control Panel will consist of Executive Directors or their nominated deputy for Nursing, Therapies, Finance and Workforce and OD as well as staff side representation. The panels will decide on whether or not a vacancy is to be filled and on what the most appropriate means to fill the post is e.g. the redeployment process, internal recruitment or external recruitment, tenure, taking advantage of our career development teams (apprentices, vocational trainees, work experience) etc.

Process

To ensure your vacancy is not delayed or rejected, please read the following steps carefully before proceeding:

1. Section 1 of the Vacancy Control Form (VCF, **Appendix 1**) must be completed in full and sent to the appropriate **finance** authoriser;
 - PCS – SBU.PCSVacancyControl@wales.nhs.uk
 - MHLD – Steven.Davies5@wales.nhs.uk
 - Morriston – Stephanie.Hornblower@wales.nhs.uk
 - NPT/Singleton – SBU.NPTSRecruitmentFinanceApproval@wales.nhs.uk
 - Corporate Services – Gemma.Pearson4@wales.nhs.uk
 - Clinical Medical School/Delivery Unit – Rebecca.Davies11@wales.nhs.uk
2. If authorised by finance, they will add a Finance Reference Number to the Vacancy Control Form and a date of finance approval and return to the Recruiting Manager.
3. If authorised by finance, the remainder of the Vacancy Control Form should be completed (and authorised at Service Group/Locality/Cluster Manager/Assistant Director/Executive Director) and emailed to your Delivery Unit's Vacancy Control email address listed below:
 - Morriston - SBU.MorristonWorkforcePanel@wales.nhs.uk
 - PCS - SBU.PCSVacancyControl@wales.nhs.uk
 - MHLD – Susan.Bimson@wales.nhs.uk or Sue.Sharpe@wales.nhs.uk
 - Singleton/NPT - Krystyna.Roszkowska@wales.nhs.uk
 - Corporate – The Corporate Vacancy Control Panel is not currently sitting. The Vacancy Control Form should be authorised in Section 1 by finance and Section 3 by Associate Director level. Once approved, please go to Step 6 below.

4. There are three possible outcomes:

- **Approved** – the line manager should proceed to enter the vacancy details onto TRAC (attaching the authorised Vacancy Control Form as an internal document).
- **Not Approved** – authorisation to recruit denied. The manager should work with Workforce Business Partner to discuss covering the vacant post.
- **Deferred** – vacancy to be held whilst more information is sought to consider the appeal in more detail. The vacancy control team will work with the manager to identify the information required.

5. The decision of the appeal panel will be communicated to the Service Director.

6. Once authorised, the Recruiting Manager should enter the vacancy request on Trac at <https://admin.trac.jobs/admin/vacrequest>. Please ensure the approved Vacancy Control Form is added under 'internal documents' on Trac. You will also be required to complete and upload the Functional Requirement Form (replaces the previous Occ Health form) to the 'Functional Requirements' tab in Trac, found under 'public documents' The Functional Requirements Form can be found [here](#).

Please add the following authorisers under the Authorisation tab:

SBU Job Evaluation sbu.jobevaluation@wales.nhs.uk

NWSSP South West central.recruitment@wales.nhs.uk

If there is no VCF uploaded or insufficient signatures, the Trac request will be rejected.

Vacancy Control Form

Section 1

Recruiting manager to complete and send to Finance

Post Title	CHIEF BUSINESS OFFICER
Band	8D
Delivery Unit / Directorate / Corporate Function	CORPORATE
Department	CEO OFFICE
WTE/Hours	37.5
Cost Centre	1306F10
Subjective	13020684
Position Number	51464365
Tenure	Permanent
Replacement / New post	New Post
If New – Indicate how this is to be funded - externally / skill mix. If external funded – who in finance has agreed this?	Funded within current budget allocation
Please use this section to provide any further information to support the application.	
Start date of proposed post	TBC
Finance Check: Is there a vacancy within the Budgeted Establishment	YES
Finance Reference Number	CORP25 217
Finance Approval Date	19/03/2025

Once the recruiting manager has completed Section 1 this form will need to be e-mailed to your service groups finance approver (listed on page 1). Upon receipt, Finance will determine if there is budget to support the request. The outcome of the vacancy review will be e-mailed back to the person who submitted the form.

Section 2

To be completed by recruiting manager for consideration at Vacancy Panel

Is the vacancy Admin and Clerical?	Yes	Y e s	Complete each relevant field within section 2
	No		Go to section 3

The effective deployment of good administrative and clerical support is essential in ensuring that clinical activity runs smoothly, patients have a good health care experience and the governance of the organisation is not compromised. The procedure for the [Deployment of Administrative and Clerical Staff](#) will support the Health Board in flexing its resources to meet the changing needs of the organisation. This will include moving employees into different roles or working on different sites (within the same Delivery Unit) on a short term basis to ensure the right staff with the right skills and qualifications are in the right place.

Prior to submitting this form to the Vacancy Control Panel, your first recourse should be to consider if the vacancy is suitable to be filled using the procedure for the [Deployment of Administrative and Clerical Staff](#).

Please demonstrate what actions you have undertaken to fill the post using the procedure for the Deployment of A and C staff	N/A
If the vacancy is not suitable to be filled by deployment please state your reasons.	Newly developed specialist post

Section 3

To be completed by recruiting manager for consideration at Vacancy Panel

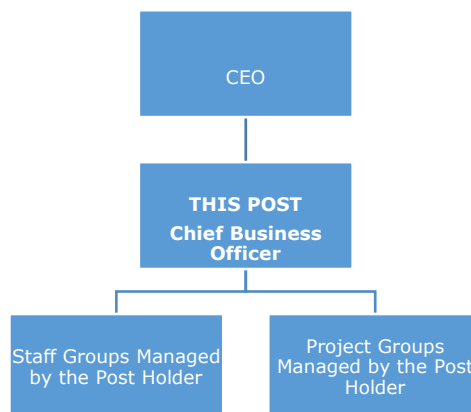
Summary of Role

This new role is a new strategic position in the Health Board's journey to become a truly listening, citizen centred, integrated organisation. The post holder acts on behalf the Chief Executive in the day-to-day leadership, management and. and delivery of strategic tasks on a range of complex pieces of work across the organisation. The post holder will be the Health Board lead for multiple areas of responsibility where advanced, specialist knowledge and skills are required. There will be a requirement to represent the Chief Executive at both internal and external fora and the post holder will be required to communicate both internally and externally to ensure compliance with targets and long-term strategic objectives. Working as a very senior management professional within Swansea Bay UHB and be a member a visible and accessible member of the Senior Leadership Team and will be:

- Integral to ensuring the executive team prioritises and delivers the local and national agenda and in so doing ensuring cohesion across the team with extensive freedom to act.
- Work closely with the Insight , Communications and Engagement team and the Corporate Governance team to ensure active and open communication to and from the Chief Executive's office and keep the Insight , Communications and Engagement team informed of critical issues requiring intervention and decision making.
- Responsible for ensuring the Chair, Chief Executive and Vice Chair are provided with clear and articulate reports based on evidence and performance information; ensuring the highest quality, clear, timely responses are given to correspondence
- Anticipate and respond to major policy and operational issues; facilitate gathering of information to support the Chief Executive Officer to form views.

Participate in, and lead taskforces, working groups and meetings in support and on behalf of the Chief Executive Officer.

Insert a structure of the department (please indicate this post in the structure)



Yes/No	We confirm that the vacancy is business critical on the following basis
	If it is not filled it will increase financial spend (on agency/bank) (Please give brief details):
	If it is not filled the department will fail to meet financial targets (Please give brief details):
YES	If it is not filled the department will be open to statutory risk (Please give brief details): Post will cover Governance issues in ref to HB including meeting WG requirements
	The post is externally funded or ring fenced and filling the post will not adversely affect the Health Board's financial position (Provide details of funding):
Assessment/Considerations Made	
1. Has the current CIP been met?	
2. Skill Mix Considerations	
3. Consequences of not recruiting	
4. Strengths of Recruiting	
5. Has funding for this post been agreed with Finance?	
6. Delivery Unit Financial Position:- Please confirm the latest - Pay Position - Non Pay Position - Overall Total Financial Position (including income, pay, non-pay and savings targets)	
7. When did/does the post become vacant? • If vacant, how has the post been covered since it became vacant? e.g agency, overtime, not covered, other	
8. Will recruiting to this post result in net savings or cost avoidance? Please give brief details	
9. How does this role fit with operational plans / achievement of targets?	

10. How can this role be undertaken on a more cost effective basis? E.g. recruiting an apprentice, a vocational trainee or someone on work experience	
11. What service improvement/digital strategy options have been considered?	
12. If this is a new post: • how has this post arisen?	Business critical request
13. If a replacement post: 14. What other options other than filling the post have been considered? E.g. recruiting an apprentice, a vocational trainee or someone on work experience 15. What options have been considered: e.g technology improvements, different ways of working, part time working, not replacing at all, changing tasks and band mix, reallocating tasks internally, deployment of staff. • Can it be absorbed into someone else's role: At the current band Or would rebanding a current position be a more cost effective option?	
16. Does the position have to be filled immediately, can it be deferred?	
17. If the post / contractual change is not approved how can the service be delivered in a different way?	
Delivery Unit Authorisation	
Line Manager	ABIGAIL HARRIS
Service Group/Locality/Cluster Manager/Assistant Director/Executive Director	CEO

Once completed the recruiting manager should forward to the relevant email address below to take forward to the Vacancy Control Panel for consideration:

- Morriston - ABM.MorristonWorkforcePanel@wales.nhs.uk
- PCS - SBU.PCSVacancyControl@wales.nhs.uk
- MHLD – Susan.Bimson@wales.nhs.uk or Sue.Sharpe@wales.nhs.uk
- Singleton/NPT - Krystyna.Roszkowska@wales.nhs.uk

- Corporate – Add vacancy directly onto TRAC attaching the approved Vacancy Control Form as an internal document:
<https://admin.trac.jobs/admin/vacrequest>

Section 4

To be completed by Delivery Unit Vacancy Control Panel

Vacancy Control Panel Recommendation/Outcome (Vacancy Control Panel to Complete)			
Date of Vacancy Control Panel			
Approved		Upload the Vacancy Authorisation Request on TRAC	
Not Approved		Post to remain on hold	
		Remove from establishment	
Deferred (Please detail)			

Vacancy Control Panel (VCP) Signatures	
Service Director	
Unit Nurse Director	
Unit Medical Director	
Finance Business Partner	NICOLE BLACKMORE
Workforce Business Manager	

If approval is given for the post, Section 4 will need to be signed by all members of the panel.

NEXT STEPS FOR RECRUITING MANAGER IF APPROVED BY DELIVERY UNIT VACANCY CONTROL PANEL

The recruiting manager must now enter the Vacancy Request on Trac
<https://admin.trac.jobs/admin/vacrequest>

Please ensure the approved Vacancy Control Form is added under 'internal documents' on Trac. You will also be required to complete and upload the Functional Requirement Form (replaces the previous Occ Health form) to the 'Functional Requirements' tab in Trac, found under 'public documents' The Functional Requirements Form can be found [here](#).

Please add the following authorisers under the Authorisation tab:

SBU Job Evaluation sbu.jobevaluation@wales.nhs.uk
NWSSP South West central.recruitment@wales.nhs.uk

NWSSP will review the advert on Trac and only if there is a Vacancy Control Form with a valid signature(s) (electronic will be accepted) will this be authorised. As a minimum, the Finance Business Partner must sign the VCP section of the form.

If there is no VCF (or insufficient signatures), the Trac request will be rejected.