**Vacancy Review Panel Submission Form**

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| **Post Title:** |  |
| **Division / Department:** |  |
| **Reason for Submission:** |  |
| **Previously submitted in last six months?** |  |
| **Person Presenting Case:** |  |

**Post Details**

|  |  |  |
| --- | --- | --- |
|  | **Current Post Details** | **Proposed Changes (if any)** |
| **Band** |  |  |
| **Hours** |  |  |
| **Contract Length** |  |  |

**Supporting Evidence**

**Please summarise the impact to the service if the post is not approved:**

*What might be the impact on the clinical services? Will there be any financial implications?*

**Please summarise any other options/actions that have been taken into consideration for this post:**

*Can the duties be absorbed elsewhere? Can the hours of the role be reduced? Can the post be replaced with an apprentice or a lower banded role? Is it possible to appoint to the position for a fixed term period? Can the appointment be deferred for a period of time?*

**Please outline any alternative ways of working that have been taken into consideration for the service:**

*Are there any opportunities for working in collaboration with external partners? How does the service provided in this organisation compare with others? Is benchmarking information available?*

**Please provide any additional supporting information:**