

Protocol for vacancy filling 1 April 2013 – 30 June 2013

Scope

1. Filling of all vacancies will be subject to this protocol.

Purpose

2. The protocol is designed to support the delivery of business priorities in an integrated and timely way. The creation of Natural Resources Wales following the TUPE transfer of around 2000 staff is fit for purpose on day 1 - the capacity and capability to deliver for the future will largely be determined by our ability to fine tune and re-align people to closely match our medium and long term ambition.
3. Vacancy control can be a blunt instrument and can lead to a rules based approach that is susceptible to gaming. However the development of a manager led, transparent and risk based process should minimise the weaknesses of vacancy control.

Principles

4. Vacancies that are deemed to be 'business critical' will have met the following criteria:
 - The work cannot be stopped, paused or slowed down for more than 3 months
 - The work cannot be absorbed by another member of staff
 - The work cannot be redesigned across the team or integrated into another team
5. Business critical vacancies can be filled through:
 - A managed move within a Directorate (approved by a member of the Leadership Group)
 - An internal recruitment (approved by Executive Director and subject to Gateway Review)
 - An inward secondment (approved by Executive Director and subject to Gateway Review)
 - An external recruitment (approved by Executive Director plus and subject to Gateway Review)
6. The candidates will remain on their current grade, terms and conditions.
7. Staff movements will be with shared with TU published on the intranet on a monthly basis.

Gateway process

8. The Gateway Review will involve all members of ET. The Gateway will be chaired by CE (or his nominated deputy). It will be held monthly with requests being submitted 5 working days in advance to Steve Burton – Head

of People Services. A simple template will be created – and all requests will need an updated contribution statement. Requests will not normally be considered outside the routine cycle.