Workforce Planning Application Guidance

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1. When do I need to use the workforce planning form?

1.1 The workforce planning application form should be used when seeking approval for any new or replacement posts or for making any long term or significant contractual changes to existing posts which are centrally funded or partially centrally funded.

1.2 Contractual changes include making posts permanent, increasing hours, extending fixed term posts etc.

1.3 Some requests have specific forms associated with a particular policy. The table below provides details of what paperwork is required for full workforce planning group (WPG) consideration:

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2. I already have budget or approval for a new post or changes to a post, do I still need to complete a form?

2.1 Under the new flexible financial framework, some applications do not need to go to the full WPG for consideration but can be assessed more quickly via Human Resources (for staffing complement management) and Finance (for budget management).

2.2 You must still complete the appropriate workforce planning application form, but this will be a shortened version and the form will guide you as to what can be omitted. These applications will be checked against budgets and if everything is in order, contractual changes and advertising of posts will be actioned within 3-4 days of receiving the application.

2.3 Types of requests which do not need full workforce planning paperwork are detailed below:

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3. When should I not use the WPG form?

3.1 You do not need to complete the WPG form for the following scenarios:

3.1.1 **Wholly externally funded** posts or changes to posts should be routed via HR.

- Please email vacancies@st-andrews.ac.uk if you wish to advertise a post along with your Advert/Further Particulars, cost centre and details of your panel.
- Please email hr.support@st-andrews.ac.uk with details of any contractual changes including start/end dates, cost centre and a job description if this is changing.

3.1.2 **Maternity cover** should be routed via your **HR Business Partner** for HR Director approval. Please provide details of who is going on maternity leave, expected start date and duration of cover required, Advert/Further Particulars or details of how you will cover the leave.

3.1.3 **Acting up (including sickness cover)** should be emailed to your **HR Business Partner** for HR Director approval. Please provide details of start/end dates, reason for acting up/who is off work, details of work to be undertaken while acting up/providing cover (in order that HR can ascertain the grade and rate of pay).

3.1.4 **Flexible working requests** should be routed via your **HR Business Partner**. Eligibility and details of how to apply can be found in the **Flexible Working Policy**.

3.1.5 **WPG exempt posts** i.e. those frontline professional services posts with a reasonably high turnover and which can be replaced or redesigned without recourse to WPG as long as the request fits with overall staffing complement and budget. Heads of Units will already be aware of which posts these are, but advice can be sought from workforce@st-andrews.ac.uk if you are unsure.

- Please email vacancies@st-andrews.ac.uk if you wish to advertise a post along with your Advert/Further Particulars, post number being replaced and details of your panel.
- Please email hr.support@st-andrews.ac.uk with details of any contractual changes including start/end dates (where appropriate), details of hours to be altered and names of staff who are affected.

4. How do I access the WPG form?

4.1 To access the **workforce planning application form**, you should sign in via single-sign on following the instructions regarding user name and password. This will open up your dashboard which gives you access to previous applications, provides a status update on your applications and allows you to submit further requests.
4.2 As you submit more applications, your application history will build up and you will be able to access previous applications for recycling/checking on request details etc in the future.

5. How do I submit a new application?

5.1 To submit a new application, click on the green ‘+Create New’ button from your dashboard landing page to open the menu of forms and choose the appropriate option. The specific application form for that type of request will open for you to complete.

6. Who can submit applications?

6.1 Applications must be submitted by the Head of School/Unit (HoS/U) or by an authorised delegate of the Head of School/Unit (HoS/U).

- If you are HoS/U your name will appear in the Application submitted by box.
- If you are writing the application on behalf of the HoS/U, the Head’s name will appear in the Application submitted by box and your name will appear in the Application authored by box.
- Only those staff given delegation rights by the HoS/U will have access to the online application form and be able to write and submit applications for the School/Unit.

7. How do I manage delegates?

7.1 As a HoS/U, you may delegate authority to key managers to submit applications on the School/Unit’s behalf. To check, add or delete a delegate, click on the ‘Manage your delegates’ button on the left hand of the dashboard page and follow the instructions.
7.2 We would advise you to review your delegates at least annually to ensure that the list remains up to date. Please note that if a member of staff leaves the University or moves to a different role within the University, they will be automatically removed as a delegate from your list. Staff moving posts will also no longer have access to historic applications for your School/Unit.

8. How do I know if I am a delegate?

8.1 You will receive a system generated email telling you that you have been added as a delegate. If you have not been added as a delegate and attempt to submit an application, you will receive an error message and be unable to proceed. Please contact your HoS/U directly to ask them to give you delegation rights.

8.2 If the HoS/U has added you as a delegate and you continue to receive error messages, please raise a call with itservicedesk@st-andrews.ac.uk

9. Why do I need the post number?

9.1 The form is largely driven by the existing post number as it will populate a lot of the fields for you. This will capture the post details accurately and speed up the application process. The exception to this is a request for a new post where no post number exists. For new posts, the About Post and Management Structure information must be added manually.

9.2 If you are applying for replacements or changes to multiple unrelated posts, you must complete a form for each post as the business case will be different for each.

9.3 If you are applying for replacements or changes to multiple related posts, you should submit a paper outlining your business case as the overarching case will be relevant to all posts.

10. How do I find the post number?

10.1 You can find the post number of staff you directly or indirectly line manage via HR Self Service.
10.2 When you log on, choose the My People tab from the main dashboard.

10.3 Your direct reports will appear on the next screen.

10.4 Your direct reports will be listed alphabetically by surname, showing post title and post number in brackets. If you wish to check for a previous post number they have held, then click on their name and expand the Appointment History tab.

10.5 If the application refers to someone who you do not directly manage but is in your wider team, then filter on ‘Whole Team’
10.6 This will bring up all members of staff who you directly and indirectly line manage.

10.7 You can select the relevant member of staff (either by searching on their name, scrolling down the list or filtering by surname). Their current post number appears in brackets after their name and you may access their appointment history as described above.

10.8 If you are writing an application on behalf of the HoS/U for a post which you do not line manage either directly or indirectly, your HoS/U should supply you with the relevant post number by following the instructions above in order for you to complete the application form.

11. I want to apply for several posts at the same time, do I need to complete multiple forms?

11.1 If you are applying for several posts at the same time because several unrelated things have happened simultaneously e.g. a staff member has resigned, someone else wants to increase their hours and you also want to make another post permanent, then you should complete a form for each scenario as the business case for each will be different.

11.2 However, if you are applying for several posts at the same time which are related to one another e.g. you have undergone a professional services review and are requesting several changes to role and perhaps some new roles or someone has retired and you are restructuring the work across the team impacting on several roles, then you should write a paper rather than completing several forms with the same business case. This paper should include but is not limited to:

1. High level summary of requests e.g. request is for 2 Grade 3 Administrators, Increase in hours to full time for the Grade 5 Supervisor and a regrade for the Grade 2 Trainee.
2. Context for the changes/requests and how these fit with School/Unit/University strategy.
3. Details of the changes requested.
4. Details of how not making the changes will impact on the School/Unit/University.
5. Costs of the changes including how any additional expenditure may be met (e.g. savings on other posts, appointment at lower grade/scale point, reduction in use of casual budget, stopping use of external providers etc).
12. Has this post been approved in principle at your Strategic Planning Meeting?

12.1 Please see below for scenarios to help you choose the right answer to this question.

12.2 If you have a budget letter confirming discussion/promises relating to this post request, please submit this with your application as it will speed up the approval process.

13. Has this post been approved by the Business Transformation Board?

13.1 If the post has been approved by the Business Transformation Board (BTB) as part of a project or restructure, then you already have approval to proceed with recruiting and/or making contractual changes and do not need to complete the WPG application form.

13.2 For posts requiring recruitment as part of your case, please send your BTB paper to workforce@st-andrews.ac.uk along with Adverts/Further Particulars.

13.3 For posts requiring contractual changes (e.g. secondments, changes in hours, changes in job remits), please send your BTB paper to workforce@st-andrews.ac.uk along with details of the changes/amended job descriptions.

14. Does this post form part of the School/Unit succession planning?

14.1 If you are applying for a post connected to a recent or forthcoming retirement or to replace a colleague who you know will be reducing their duties or leaving in the future but some form of replacement is needed now, please answer ‘Yes’ to this question and provide details as requested.

15. How is this post funded?

15.1 You need only apply to WPG for posts which are wholly or partially internally funded. Posts which are wholly externally funded should be routed via HR (vacancies@st-andrews.ac.uk)
for advertising and hr.support@st-andrews.ac.uk for contractual changes). External funding can include grants, income, fees, donations.

15.2 If you are in doubt as to whether a post needs to come to WPG, please contact workforce@st-andrews.ac.uk for advice.

16. What do I include in the Business Case?

16.1 Depending on the type of request, you may not need to complete the Business Case section of the form. This will be obvious when you reach that section and you will be given instructions to submit the application at that point. Refer to section 2 for further details.

16.2 If you are required to complete the Business Case you may find it useful to include the following information:

- Why the post/change is needed – this may include reference to your School/Unit strategic plans, changes in legislation, how the post fits with the University’s strategy;
- How you have managed without the post or in its current format until now e.g. use of flexible workers, external consultancy, overtime payments etc;
- If you are asking for a temporary post or temporary change to post, why it is not needed permanently;
- Any data that will support your case such as increased student numbers, movement of work from central Units or from external providers to your School/Unit adding to the volume of work, servicing a larger estate, additional work due to changes in legislation/regulatory frameworks, savings to be realised by taking the work inhouse etc. Such data can be added to the business case itself or provided as supporting documentation.

16.3 You must not include information relating to the mental and/or physical health of a member of staff (named or otherwise where it can be related to an identifiable individual) even if this provides context for a request to the WPG. Such information is excessive and plays no part in assessments undertaken by the group. Applications containing such information will be returned to the submitter for re-submission i.e. details of mental and/or physical health circumstances removed, before a request may be considered. UK Data Protection Laws restrict the instances where the University can make use of mental and/or physical health details of staff – there is no scope for the lawful use of such details in this instance.

17. When am I required to submit a full Business Case?

17.1 Generally speaking, full business cases will be required for:

- new posts;
- replacement posts which add to complement/budget;
- making temporary posts permanent or extending for longer than 6 months;
- increasing the hours permanently or for longer than 6 months.

18. Are all the fields mandatory?

18.1 Not all fields are mandatory but if you attempt to submit an application without completing the mandatory fields, an error message will appear and the missing fields will be highlighted for your completion (see example below).
19. **Will I and others be able to review the form before submitting it?**

19.1 If you are writing the application on behalf of your HoS/U and wish them to look at it prior to submission, then click on the blue ‘Save for Later’ button at the end of the form and separately email the HoS/U to let them know the document is ready for review – it will appear on their own dashboard.

19.2 **Please be aware that once the form has been passed to the HoS/U, they will need to submit it to WPG – it cannot be returned to you.**

19.3 If you wish several people to review the application prior to submission, you should write your case in a separate document, have the reviewers add their comments and then paste the final version into the form before you or the HoS/U submits it i.e. **you cannot forward the form to multiple readers.**

20. **Am I able to submit the application on behalf of my Head of School/Unit?**

20.1 Yes, you can do this by clicking on the green ‘Submit application’ button at the end of the form but once submitted, it cannot be returned to the Head of School/Unit for review.

21. **Can I add attachments to my application?**

21.1 Yes, there is the opportunity to submit additional information with your application at the end of your Business Case. For security reasons, documents can be uploaded and sent in Word, Excel, PDF, Powerpoint and Visio formats only. If you wish to submit a document in a different format, please contact workforce@st-andrews.ac.uk for advice.
22. How will I know that the application has been successfully submitted?

22.1 You will receive emails at various stages of the process e.g. when confirming the application has been received; requesting further information if required by HR/FAS prior to submission; which WPG meeting it will be submitted to if it needs to go to a full meeting; and the outcome with next steps outlined if approved or requests for clarification/feedback if rejected.

23. I want to move someone from a bank or Flexible Worker contract onto something longer term. Which form do I use?

23.1 If you wish to move someone from an old style bank/casual contract or a Flexible Worker contract, please use the New post form but ensure you include in your business case the fact that this work has been covered by staff member X and you wish to confirm them in a longer term post. This can be for part time or full time hours and on a fixed or permanent contract as business demands.

24. I want to increase the hours of someone to full time. What are full time hours?

24.1 Full time hours are currently 36.25 hours per week. If you try to increase hours beyond that, you will receive an error message. While it is recognised that there may be times where someone will be required to work more than that, this should not be a regular occurrence and this should be discussed with your HR Business Partner prior to submission and explained in your Business Case.

25. Do I need to submit a separate application to cover backfill for internal appointments?

25.1 The form has prompts regarding how you intend to recruit to a post and whether you also require backfill for internal appointments. In most cases, there will be no need for further applications.
26. Am I able to request changes to the contract of an employee on a visa?

26.1 If the change is to increase the hours, extend the contract of an employee or move them to a standard contract, you can submit your WPG application as normal. In the event of a change to contract end date, HR will assist the employee in applying for a visa extension to match the new end date or to take them to the point where they can apply for settlement should the post be approved as standard.

26.2 However, if you wish to reduce the hours of anyone on a visa, change their job title or job remit (regardless of whether this changes the grade), then you should consult hrimmigration@st-andrews.ac.uk for advice before submitting your WPG application as this may not be possible under the current visa conditions.

27. Who should I contact if I am having problems with the form?

27.1 If you require advice on which form to use or the contents of a WPG application, please email the Workforce Planning Administrator or telephone extension 1650.

27.2 If you require technical assistance in using the form, please email itservicedesk@st-andrews.ac.uk.

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