Workforce Planning Application

Document type	Guidance
Scope (applies to)	Line managers
Applicability date	29/10/2024
Review / Expiry date	30/03/2026
Approved date	17/01/2025
Approver	Senior Role Analyst
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Recruitment/Vacancy approval
Purpose	Head of School/Unit guidance on the workforce planning group application form requirements.

Version number	**Purpose / changes**	**Document status**	**Author of changes, role and school / unit**	**Date**
1.2	Changes to some approval routes and paperwork	Published	Susan Gibson HR	09/01/2025

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

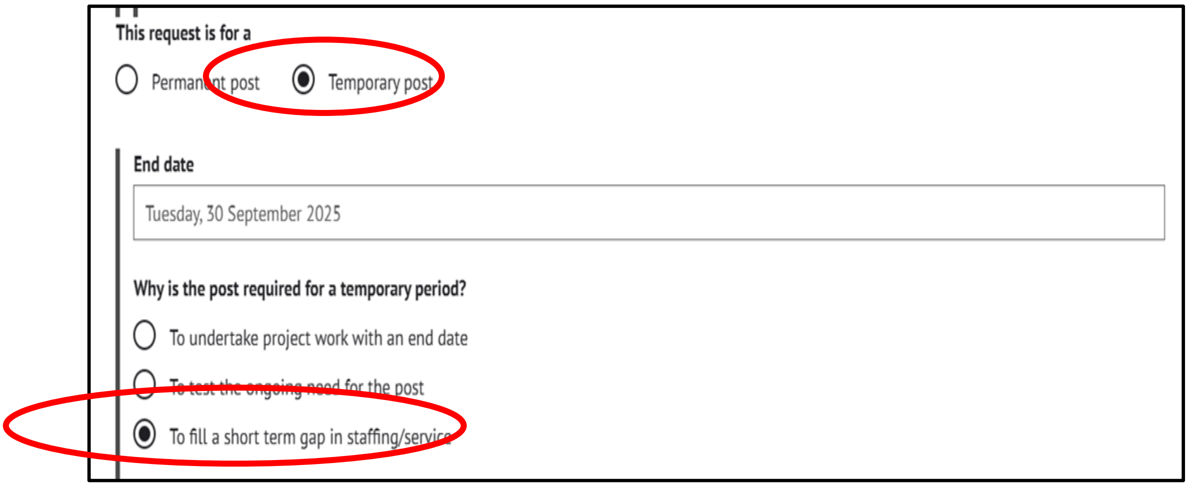
The [Workforce Planning Application Form] should be used when seeking approval for any new or replacement posts, or for making any contractual changes to existing posts which are centrally funded or partially centrally funded. Contractual changes include making posts permanent, increasing hours and extending fixed term posts.

Some requests have specific forms associated with a particular policy. Appendix A details what paperwork is required for workforce planning group (WPG) consideration.

2. **Do requests to cover members of staff on a temporary basis require workforce planning approval?**

Yes, you need to apply to the workforce planning group (WPG) to cover temporary staff absences. This could be cover for maternity/shared parental/adoption leave, sickness leave, career breaks and teaching cover for a member of staff on research leave.

Please use the replacement form choosing the temporary and filling a staffing gap options in the "About the Post" section as the example below and adding the intended end date of the cover (this can be extended by submitting further requests if necessary) as below. You should then explain the reason the cover is needed in your business case.



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

Due to the current financial situation, previously approved posts/changes to posts which have not yet been advertised/actioned or posts which have been advertised but have not resulted in appointment now need to be resubmitted to the WPG for further approval using the appropriate form.

4. **When should I not use the WPG form?**

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

Wholly externally funded

- Posts should be routed via HR. In this instance you should 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.

➢ 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.

Staff named on grants

- To issue an offer to staff named on grants, you should email a job description, CV of the named person, grant cost centre, start and end dates to hr.support@st-andrews.ac.uk.

Flexible working requests

- All 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.

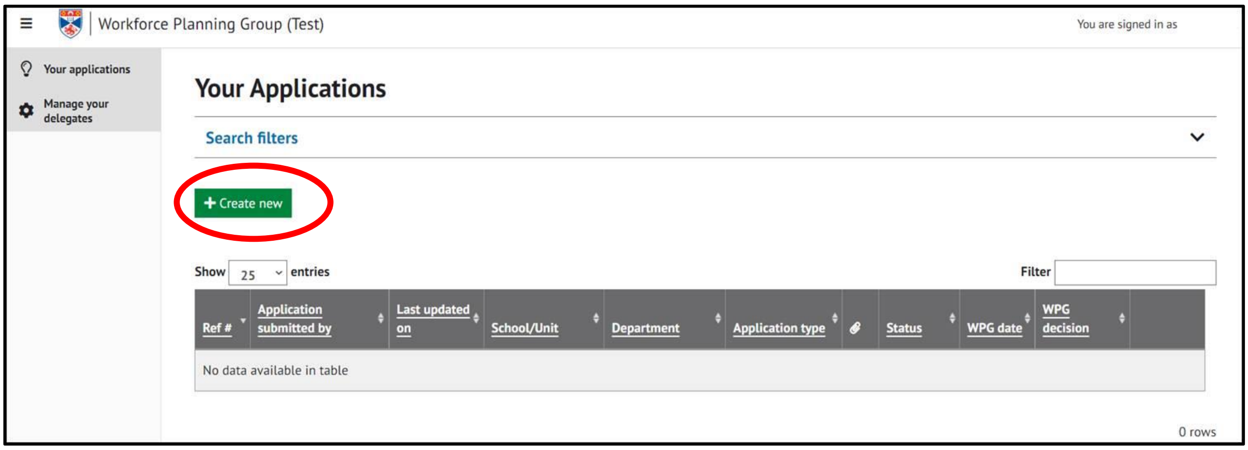
5. How do I access the WPG form?

To access the Workforce Planning Application Form, you should sign in via singles sign-on (using your username and password). This will open your dashboard which gives you access to previous applications, provides a status update on your applications and allows you to submit further requests.

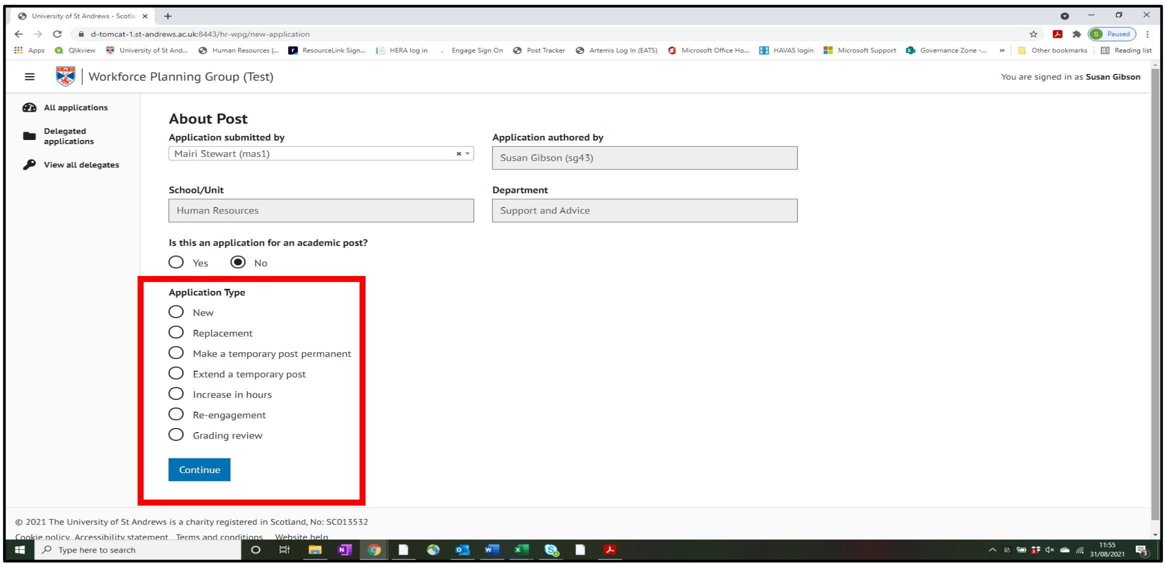
As you submit more applications, your application history will build up and you will be able to access previous applications (e.g. to recycle/review).

6. How do I submit a new application?

To submit a new application, click on the green **'+Create New'** button from your dashboard landing page.



This will open the menu of available application forms.



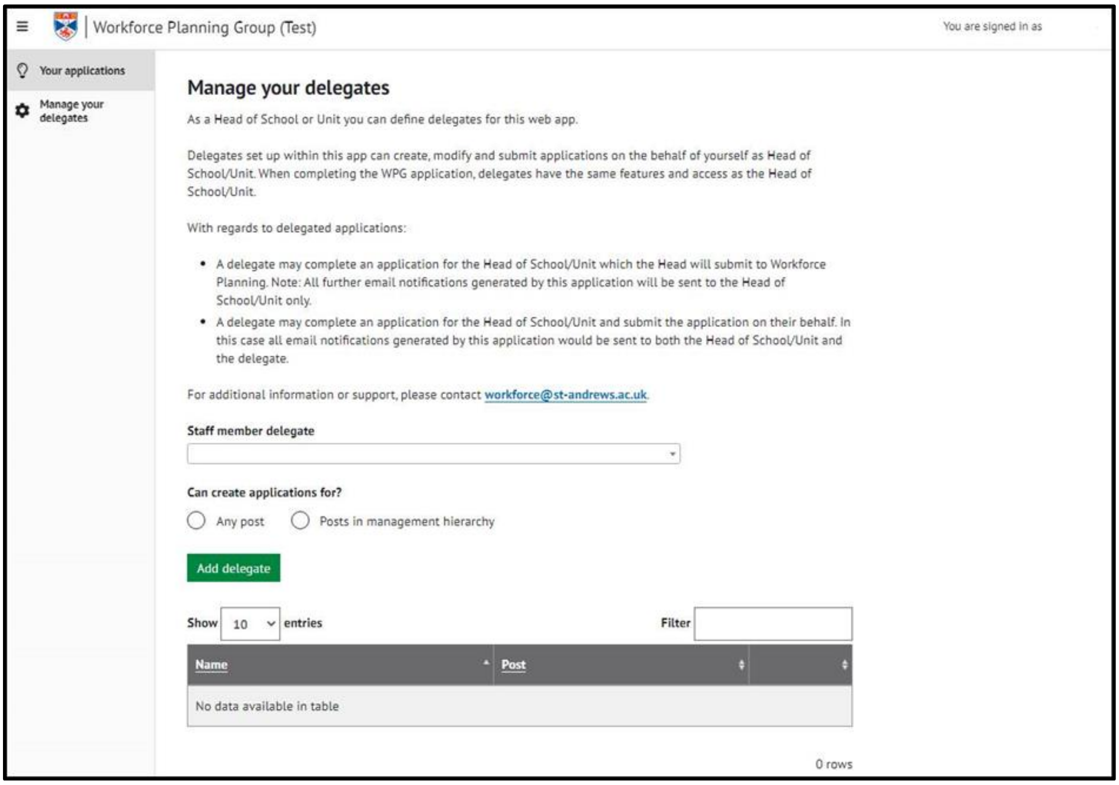
7. Who can submit applications?

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 a HoS/U, your name will appear in the “**Application submitted by**” box.
- If you are writing the application on behalf of a 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.
- While HR can change the access rights to the dashboard, only staff given permission by a HoS/U may write and submit applications for the School/Unit.

8. **How do I manage delegates?**

As a HoS/U, you may delegate authority to managers to submit applications on the School/Unit's behalf. To check, add or delete a delegate, click on the '**Manage your delegates**' button and follow the instructions.



If you have any issues when doing this, please contact [WPG](#) in the first instance.

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 within the University will no longer have access to historic applications for your School/Unit.

9. **How do I know if I am a delegate?**

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, copying in WPG. mailto:workforce@st-andrews.ac.uk.

If the HoS/U or the workforce planning team have added you as a delegate and you continue to receive error messages, please raise a call with IT Service Desk if necessary. mailto:

10. **Why do I need the post number?**

The form is largely driven by the existing post number as it will populate a lot of the fields for you 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.

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.

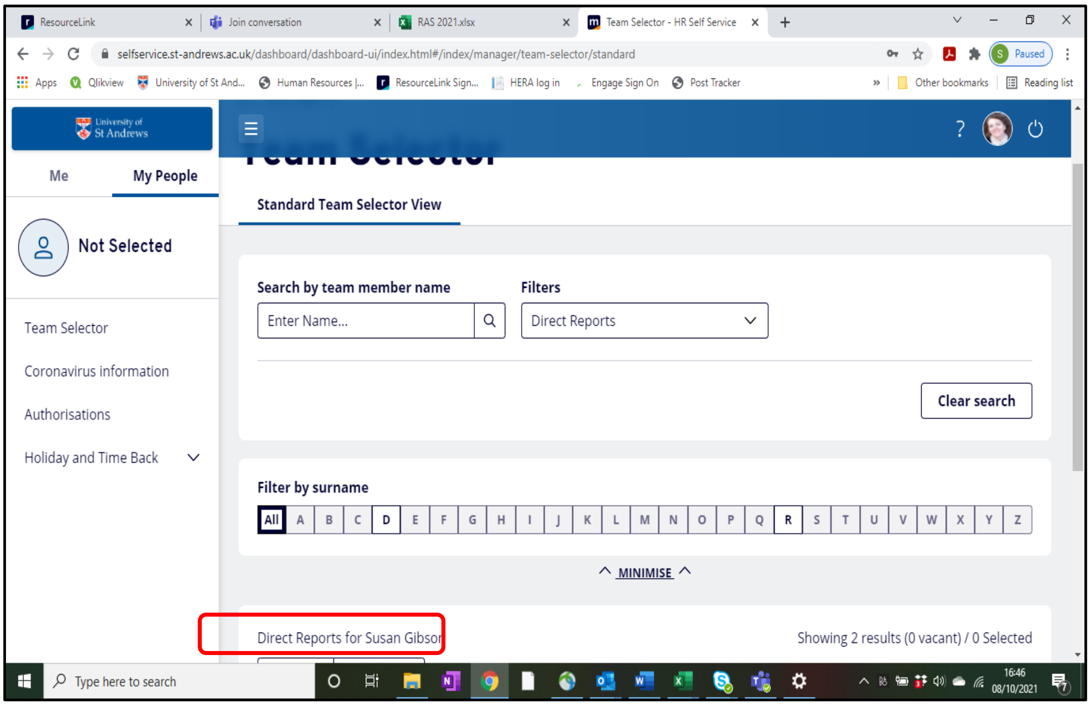
If you are applying for replacements or changes to multiple **related** posts, you should submit a paper outlining your business case as the overarching case will be relevant to all posts.

If you are applying for more than one change to be made to an existing post (e.g. increase hours **and** change the post from a fixed term to a permanent post), please choose one form and outline **all** the changes you wish to make in the business case.

11. How do I find the post number?

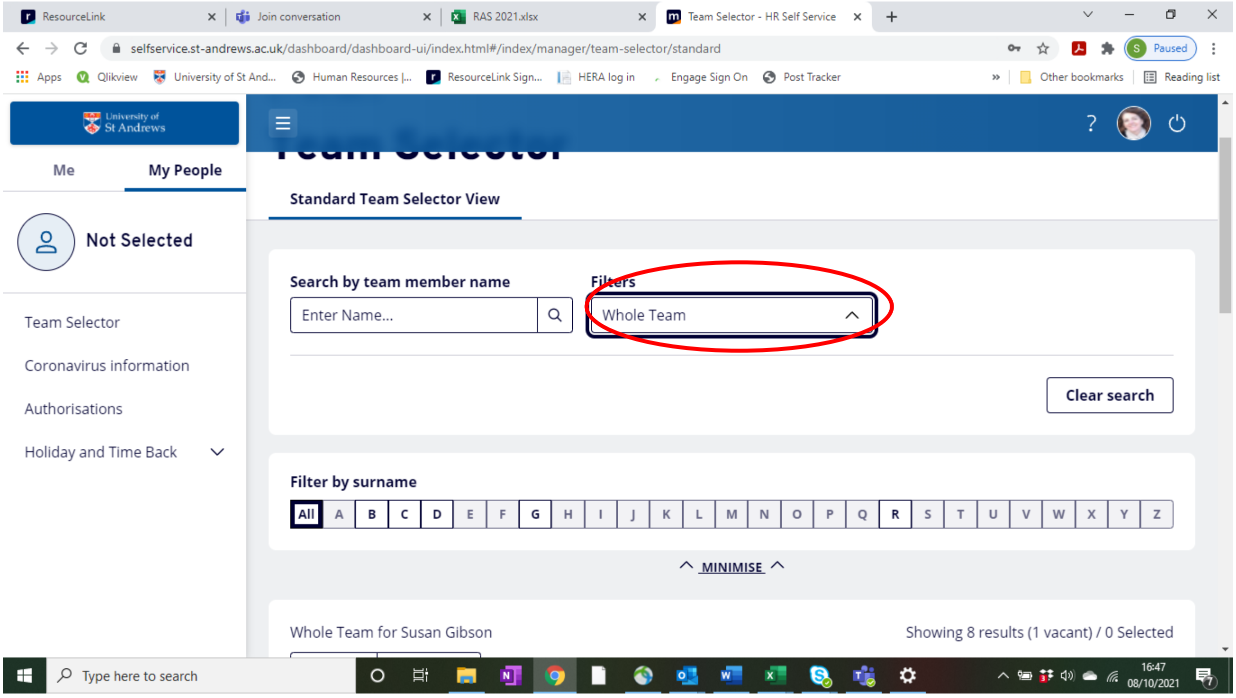
You can find the post number of staff you directly or indirectly line manage via [HR Self Service](). When you log on, choose the **My People** tab from the main dashboard.

Your direct reports will appear on the next screen.



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.

If the application refers to someone who you do not directly manage but is in your wider team, then filter on '**Whole Team**'



This will list all members of staff who you directly and indirectly line manage.

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.

If you are writing an application on behalf of a 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.

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

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.

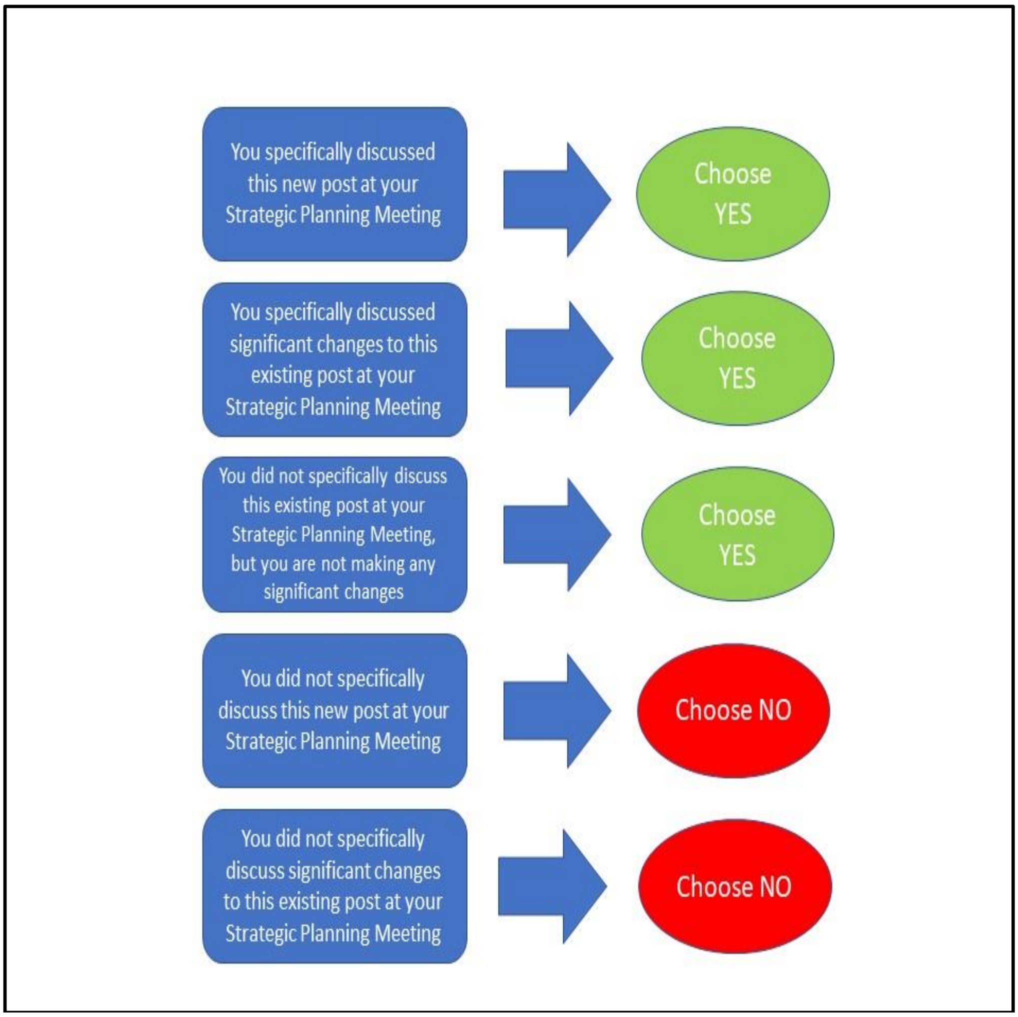
However, if you are applying for several posts at the same time which are **related to one another** (e.g. you have undergone a professional services review and are requesting several changes to roles and perhaps some new roles or someone has retired and you are restructuring the work across the team 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). Your FAS team will be able to help you with figures.

13. Has this post been approved in principle at your Strategic Planning Meeting?

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



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.

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

Even if the post has been approved previously by the Business Transformation Board (BTB) as part of a project or restructure, you will still have to submit a request to the WPG for confirmation that you can advertise the post/make the contractual change as historic BTB approvals do not currently serve as automatic approval to proceed. Therefore, you should complete the relevant WPG form as usual.

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

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/leaving in the future and some form of replacement is needed now, please answer ‘Yes’ to this question and provide details as requested.

16. Does this post act as a data owner/data steward?

All Schools and Units should have nominated roles with Data Owner (DO) and Data Steward (DS) responsibilities. If the role you are applying for has DO/DS duties, then the appropriate text must be included in the job description as provided in the form:

> Please ensure that any Data Owner/Data Steward duties are included in the job description.
>
> For Data Stewards non-research jobs:
> As a data steward you are responsible for the quality of metadata and/or data within specific data domains named by the data owner, for undertaking metadata and/or data quality checks and for identifying and implementing metadata and/or data quality improvement measures.
>
> For Data Stewards research jobs:
> As a data steward you are responsible for the quality of metadata and/or data within specific data domains that the University has put in place for supporting research data management, for undertaking data quality checks and for identifying and implementing data quality improvement measures where research data has been deposited into University systems for access and preservation.
>
> For Data Owners:
> As a data owner you are accountable for the accuracy and completeness of metadata and/or digital data within your data domain(s) and you are responsible for challenging arrangements for managing metadata and/or data quality and accessibility in your business area.

If you are unsure whether the role should be a DO/DS, please consult the Data Governance Office.

17. How is this post funded?

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, bequests, endowments.

Refer to question 3, but if you are in doubt as to whether a post needs to come to WPG, please contact workforce@st-andrews.ac.uk for advice.

18. What do I include in the Business Case?

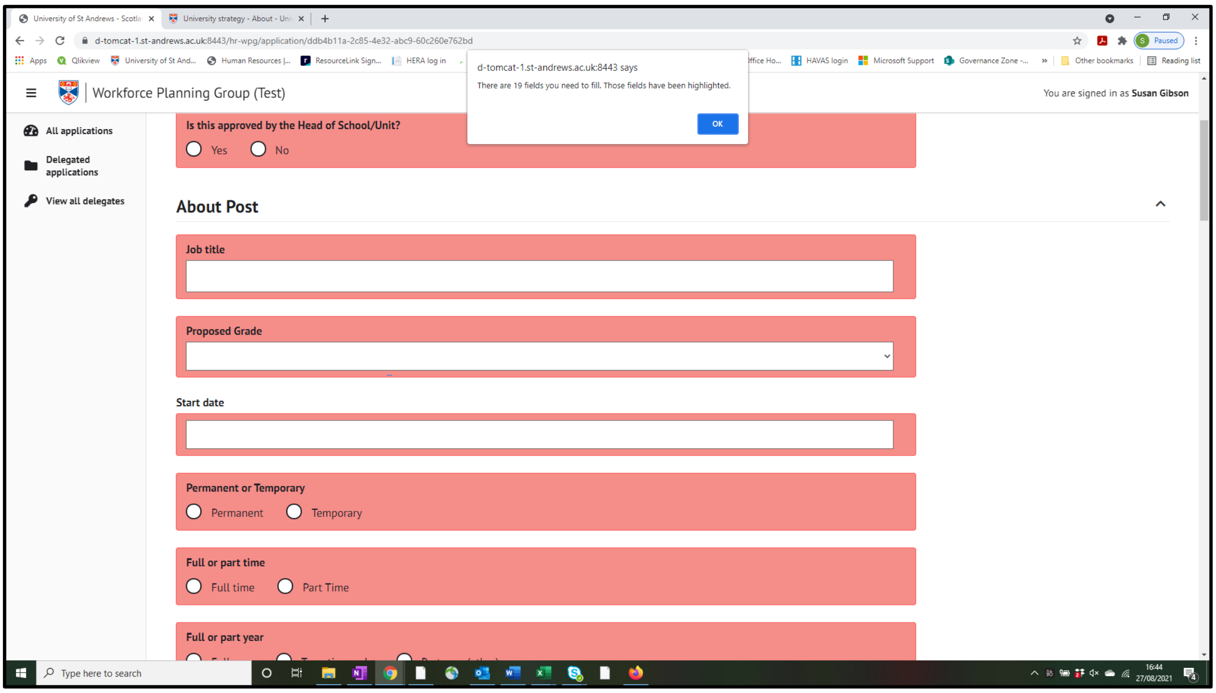
When completing the Business Case, you may find it useful to include the following information:

- 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 may be added to the business case itself or provided as supporting documentation.

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.

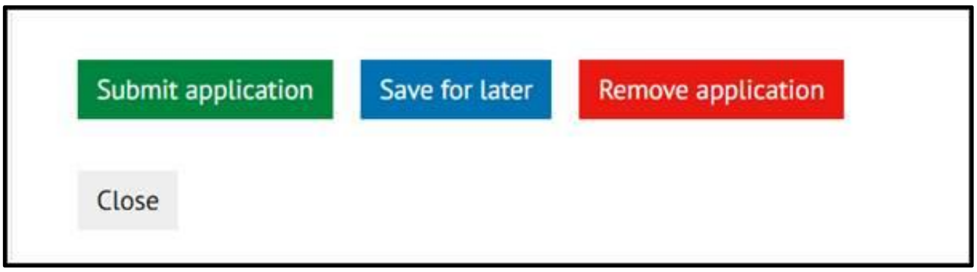
19. Are all fields mandatory?

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).



20. Will I and others be able to review the form before submitting it?

If you are writing the application on behalf of your HoS/U and wish them to review 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.



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.

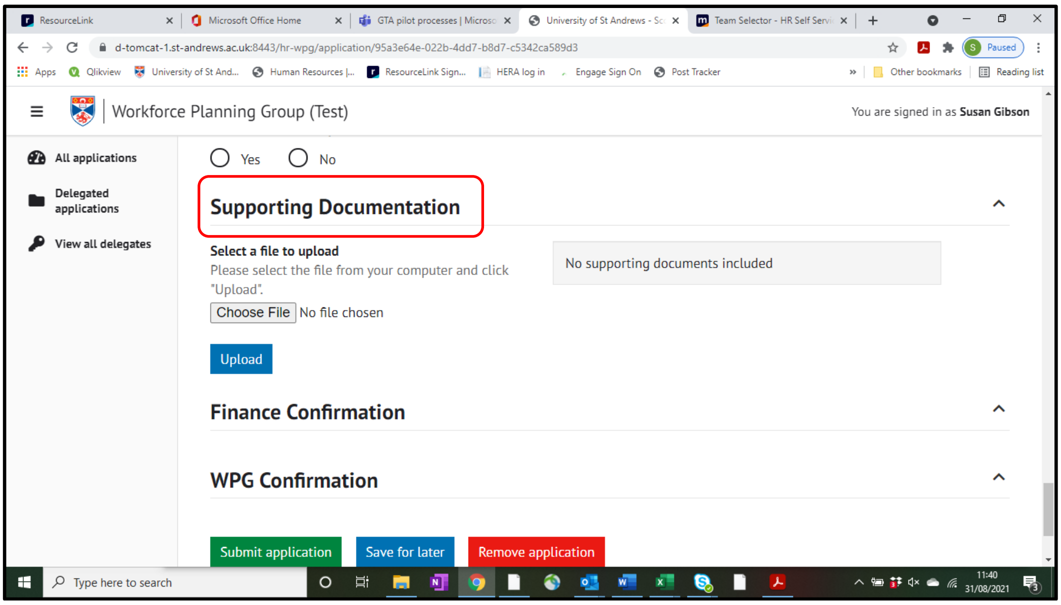
If you wish several people to review the application prior to submission, you should write your case in a separate document, have the reviewers add their comments and then paste the final version into the form before you or the HoS/U submits it. (**You cannot forward the form to multiple readers.)**

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

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.

22. Can I add attachments to my application?

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.



23. How will I know that the application has been successfully submitted?

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; and the outcome with next steps outlined if approved or requests for clarification/feedback if deferred/rejected).

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

If you wish to move someone from 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/full time hours and on a fixed/permanent contract as outlined in your business case.

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

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.

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

The form has prompts regarding how you intend to recruit to a post and whether you also require backfill for internal appointments so that the group may consider whether backfill is also approved as part of the initial request.

27. Am I able to request changes to the contract of an employee on a visa?

If the change is to increase the hours, extend the contract of an employee or move them to a standard contract, you should submit your WPG application as normal. In the event of a change to a 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.

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 HR Immigration mailto:for advice before submitting your WPG application as this may not be possible under their current visa conditions.

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

If you require advice on which form to use or the contents of a WPG application, please email the Workforce Planning Team.

If you require technical assistance in using the form, please email the IT Service Desk mailto:.

29. Version control

This document will be reviewed periodically. Any feedback on the document content should be directed in the first instance to the workforce planning team or via the HR Feedback Form.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New guidance.	Published	Susan Gibson HR	11/10/2021
1.1	Review of guidance completed. Minor changes to wording only.	Published	Susan Gibson HR	29/02/2024
1.2	Changes to some approval routes and paperwork	Published	Susan Gibson HR	07/01/2025

Appendix A: Workforce Planning Approval Route flowchart

Type of request	Paperwork required	Application type	Additional attachments
New post	Workforce Planning Form →	New	Org chart and Advert/FPs
Replacement post		Replacement	
Extension to post		Extend a temporary post	
Increase in hours		Increase in hours	
Change from temp to perm contract		Make a temporary post permanent	Org chart
Move from external to internal funding		New	
Re-engaged contract		Re-engagement	
Grading Review		Grading review	Org chart
Family leave cover		Replacement	
Acting up		Replacement	
Long term leave (e.g. sickness, career break)		Replacement	
Restructure	Paper outlining additional staff budget request and rationale		
Request to work beyond retirement	Request to work beyond retirement form		

If in doubt as to which form to use, please contact the workforce planning team for advice.