



Authority to Recruit During Recruitment Freeze

- This form is to be used when seeking authorisation to progress a recruitment campaign.
- This form should be used to authorise all vacancies, except for interims, consultants, agency and other Externally Provided Workers (EPWs), which require a separate business case.

Cumberland Council – Recruitment freeze

Cumberland Council has applied a recruitment freeze with effect from 23 October 2023. Only posts meeting one or more of the following criteria will be approved and progressed for recruitment.

1. There is a Legal or Statutory requirement for the role.
2. There is a Regulatory requirement for the role.
3. There is a Health and Safety requirement, including possible risk to life, for the role.
4. There is time limited funding attached to the role and failure to progress would result in loss of funding.
5. There are savings targets dependant on the role being appointed to deliver and failure to progress would result in risk to savings delivery.
6. The role is vital to supporting the council deliver its Transformation agenda.

Detail rationale:

Full-time fixed term post for 1 year to cover Shannon Atkinson's maternity leave.

Section 1. Accurate Job, Pay and Grading information

- **Prior to seeking authorisation**, all manager's must ensure the post specification for the vacancy is accurate and graded correctly. Post specifications **approved** for use in recruitment campaigns can be found on the following SharePoint site: [Job Families - Home \(sharepoint.com\)](#)
- **Legacy County Council managers** should access this site for further guidance on the initial steps needed to either create or review a post specification.
- **Legacy District managers** do not *currently* have access to this site, so should contact their HR/OD representative for input and support when seeking recruitment authorisation and completing this form.

Job / Post Details*

Job / Post Title:

Child and Family Worker

Post Group Number/ Reference:

PG5568

Can you confirm the post specification has been published on the SharePoint site?
If not, this authorisation form will not be progressed.

Yes

Final Grade:

09

Salary:

£34,314

Section 2. Vacancy Information

Recruiting / Line Manager Name:

Jackie Lister

Recruiting / Line Manager Position Title:

FAS Team Manager

Panel Member Name/s
(for the shortlisting and interview process) :

TBC

Panel Member/'s Position Title:

TBC

Is this role to be filled on a Permanent Basis?

No- this is a temporary role

If temporary, please complete the detail below

Fixed Term End date
(if applicable /known)

Not Known

Contract duration
(e.g. 12 months)

12 months

Reason for Fixed Term
Contract:

Maternity Cover

Vacancy Request
Reason

Other- provide details
in section 3

Replacement for leaver – details (if applicable)

Name of existing post
holder / Leaver (where
applicable)

N/A

Leaver or current
post holder leaving
date:

N/A

Number of vacancies to
be filled:

1

Contracted hours per Week:

37

Weeks worked per
annum: (if not full year)

N/A

Casual Worker (this is different to a
zero hours / supply contract):

No

Work Base, including
address:
(where post is to be based)

Carlton Road Family Centre, 11 Carlton Road, Workington CA14 4BX and
Wedgewood Family Centre, 14 Hollins Close, Whitehaven CA28 8EX

Is Agile Working /
Working from Home
available?

Yes

Proposed
Closing Date:

TBC

Proposed
Interview
date:

TBC

Section 3. Business Case & Alternative Resourcing Options

Approval will only be granted for posts that are deemed as essential, please provide;

7. Supporting arguments and the consequences if approval is not given
8. Details of alternative resourcing models that have been considered, for example, redistribution of tasks, digital efficiencies, reduction of hours, career paths, apprenticeships or development within the team and why these are /are not suitable.

Full-time fixed term post for 1 year to cover maternity leave. If approval is not given this may impact on the families the team currently supports. Redistribution of tasks has been considered however this isn't possible due to existing workloads.

Proposed method of
recruitment:

External (including
Internal)

Section 4. Funding

Cost Centre:

1662101

Budget Holder
Name:

Philippa Holmes

Is funding available to cover the duration of this post?
(please provide detail of funding arrangements and if needed, any
input provided by finance)

Does this post qualify for a Local Car User (LCU) allowance?

Yes ☒

No ☐

Grant or External Funding:

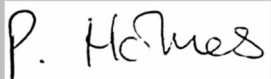

Organisation providing funding:

Total funding to be provided:

End Date of Funding:

Section 5. Authorisation – Assistant Director, Director, or Chief Executive

For vacancies that report directly into senior managers, or above, Chief Executive authorisation is required.

Decision	Approve	Recruitment Method:	Choose an item.
Authorisation comments			
ELT Officer Signature:		Date of Authorisation	03/06/25
ELT Officer Name:		Position title:	AD Social Care
	Philippa Holmes		Director, C&FW
	Martin Birch		

NEXT STEPS

- This completed form is to be sent to your relevant Strategic HRBP:
 - Richie.Young@cumberland.gov.uk for Adults, Housing and Public Health
 - Joanne.Treasure@cumberland.gov.uk for Business, Transformation and Change, Resources, and Place, Sustainable Growth and Transport
 - Faieth.Tormey@cumbria.gov.uk for Children and Family Wellbeing and Strategy, Policy and Performance