|  |  |  |
| --- | --- | --- |
| **Business Case Template** | | |
| **iGrasp Reference Number** |  | |
| **Post title** |  | |
| **Current stage of process,** *e.g. new proposal; live advert; shortlisting; interview stage* |  | |
| **Request type** (please tick) | | |
| New or replacement indefinite contract  New or replacement fixed-term contract  Temporary part-year or temporary timesheet contract (up to 6 months only)  Extension to fixed-term, temporary part-year or temporary timesheet contract  Contract partially funded by an external source  Cover contract (e.g. parental leave cover, unpaid leave cover, sickness absence cover)  Restructure/Reorganisation contract  Redeployment contract  Secondment contract  EDA-funded contract  On-call allowance  One-off payment  Agency staff request  Cost associated contractual amendment (e.g. additional payment / additional hours, acting up / responsibility allowance, increase in hours, market / retention supplement)  Other (please state) | | |
| **Business Case** | | |
| *Please provide:*   * *Details of the request* * *An explanation as to why the contract/contractual change is business critical* * *The impact on service delivery if this request is not approved* * *Any risks identified, including those by HR* * *Details of how it will be funded* * *Any other relevant information*   *Please also give a clear objective justification for a fixed-term contract if the proposed position is not permanent.* | | |
| **Recruiting / Contracting Manager** | | **Signed:** |
| **Head of School / Institute Director /**  **Professional Services Director** | | **Signed:** |
| **Date:** | |  |