

Recruitment and Selection - Managers Guidance

Vacancy Control Procedures

Vacancy control procedures are put in place either on a departmental level or sometimes throughout the Council as a whole. The purpose of vacancy control is to ensure that the council effectively manages its vacancies and workforce size, particularly in the light of workforce reductions, so vacancy control procedures may vary over time. When you wish to fill a vacancy, whether it is a brand new post or a vacancy created by the previous post holder's departure, you need to follow the current process to get authority from senior management to fill the post. You may also need senior manager approval (via personnel delegations – minor variation) if you want to change a post when someone leaves and to recruit to something different – for instance if someone in a full time post leaves, you may wish to recruit to two part-time posts to replace them to provide more flexibility or you may for example wish to convert the hours to a more senior grade and recruit for fewer hours.

Even if you wish to just replace like with like, you may still need to gain approval to do this, through the vacancy control process. Your department may have their own vacancy control form or you may need to use a generic form.

Vacancy control authorisation may be given for internal recruitment only, so that only existing council employees may apply or it may be granted for external recruitment, so that the vacancy can be accessed by anyone. Any exception to the normal process of advertising vacancies to employees individually at risk of losing their job will also require approval at the vacancy control stage. You will need to ensure you have the correct level of authorisation before your job is advertised in the appropriate way and you will be required to enter these details in Recruit when the advert is placed.