

Staffing Changes – Approval Process Guidance 2022/23

Resourcing Review Committee (RRC)

- All new and replacement posts of 3 months or longer, including those agreed as part of the planning round and agency workers or those paid on invoice.
- Extension of fixed-term contract or increase in hours for roles funded or part-funded by SGUL
- Changes to terms for existing post holders, eg permanency, pay increase, allowances or regrading
- Any restructuring proposals for all grades
- Engagement of self-employed workers
- Applications for early retirement or voluntary redundancy scheme
- Any post which is either an SGUL post partially-funded by a NHS Trust or a NHS Trust post for which a number of PAs will be funded by SGUL

Finance / JRES / HR

- Temporary appointments up to 3 months, including agency workers
- JRES approval required for any posts, contract extensions or change in hours which are grant funded, including new grant funded posts
- Directors of Finance and HR&OD have delegated authority to approve starting salaries above the third incremental point of the relevant grade. This approval may be sought prior to the role being advertised or at the time of appointment